

# Town of Westford

## ANNUAL REPORT

For Year Ending

December Thirty-First

2008



William E. Frost School ~ Soon After It Was Built in 1908

## 100 Years Ago

“Voted unanimously that the Town build a new four-room modern schoolhouse at Westford Centre to be located upon the Foss lot, so called, situated northeasterly of the new Academy building, and that the Town borrow the sum of \$15,000...”

– page 22, Annual Town Report For the Year Ending  
March First 1908

“The second article, to hear the report of the special committee to investigate the condition of school accommodations at the center of town was acted upon as follows ... The report recommended the erection of a new four-room wooden building, and that the sum of \$15,000 be appropriated to cover the expense.

“Article five related to purchasing land for a location. S. L. Taylor offered a written motion that the town purchases the Foss lot on Main st., at the intersection of Depot st., that the sum to be paid shall be left to a referee of three persons...”

– article in the Westford *Wardsman*, July 20, 1907 reporting on  
the July 17, 1907 Special Town Meeting

“Centre. A fine large sign reading William E. Frost school has been placed across the front of the new school building recently, which plainly and fitly labels it.”

– article in the Westford Wardsman, May 1, 1909

From 1872 until his death in 1904, William E. Frost served as Preceptor, or Principal, of Westford Academy when it was housed in the current Roudenbush building.

Historical research by Bob Oliphant, Westford Historical Society  
Board of Directors

1908 photo courtesy of the Westford Historical Society  
Photograph by Charles L. Hildreth 1879-1968

# TOWN OF WESTFORD MASSACHUSETTS

## Annual Report

For the year ending December 31, 2008

Annual Town Election  
to be held  
Tuesday, May 5, 2009

Annual Town Meeting  
to be held  
Saturday, May 9, 2009

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## In Memoriam



**Harold A. Fletcher, Sr.**

Born in Westford, April 7, 1927, the son of Austin D. Fletcher and Ethel M. (Ripley) Fletcher, Harold Fletcher was a graduate of Westford Academy, Class of 1946. Harold began working for the Westford Water Company in 1947. He joined the U.S. Army in 1951 and was stationed at Fort Devens in Ayer and Watertown, N.Y. for four years of service.

In 1955, the Town purchased the Water Company, creating the Westford Water Department and Harold was hired that same year. He was named Superintendent in 1970, a position he held until his retirement in 1991. But even in retirement, Harold continued to contribute as a Water Commissioner. In recognition of his service, a Water Department well was named in his honor in 1998 and he was named Honorary Water Commissioner in 2007. Harold was also a longtime member and past president of Massachusetts Water Works Association (MWWA). In 1990, he was the recipient of the Paul F. Howard Award, and in 2004, he was recognized by MWWA for his outstanding commitment to providing continuing education to water works professionals when the first Harold A. Fletcher Education Award was given.

Harold began his firefighting career as a volunteer in high school and then became the call captain for Company 1 in 1973, a position he held until his retirement at the mandatory age of 65. He was also an EMT and eventually became a Captain. One of Harold's legacies is the Westford Ambulance Fund, established in the 1940s and still in existence today. For decades, donations to the Ambulance Fund purchased vehicles, outfitted them with medical equipment and enabled ambulance service to be available free of charge to residents. Harold served as president of the fund and also oversaw the training of the ambulance staff.



Photo of funeral procession for Harold Fletcher by Water Dept Garage.

*photo by Douglas J. Cook Westford Fire Department*

**CITIZEN ACTIVITY APPLICATION FORM**  
**Town of Westford**

*GOOD GOVERNMENT STARTS WITH YOU*

If you are interested in serving on a Town committee, please fill out this form and mail to the Town Manager, Town Hall, 55 Main Street, Westford, MA 01886. This form may also be downloaded from the website at [www.westfordma.gov](http://www.westfordma.gov). All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity.

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Telephone \_\_\_\_\_ Email: \_\_\_\_\_

Amount of Time Available \_\_\_\_\_

Interest in What Town Committee \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Present Occupation \_\_\_\_\_

Education Background \_\_\_\_\_

\_\_\_\_\_  
Town Offices Held \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other Volunteer Positions \_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_



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# ELECTED OFFICIALS AS OF DECEMBER 31, 2008

## **Board of Health**

### ***3-year term***

Zac Cataldo	121 Depot Street	5/2011	
Joseph Guthrie, Jr.	2 Old Wood Road	5/2011	
Thomas J. Mahanna	4 Butterfield Lane	5/2010	
Joanne Martel	6 Marie Ann Drive	5/2009	
Susan Hanly	26 Kirsi Circle	5/2009	

## **Housing Authority**

### ***5-year term***

Muriel Drake	8 LaSalette Road	5/2009	
Carl Lyman	102 Forge Village Road	5/2013	Appointed by Governor
Carol Engel	26 Lowell Road	5/2011	
Scott Hazelton	76 Nutting Road	5/2012	
Phyllis Koulouras	10 School Lane	5/2013	

## **JV Fletcher Library Trustees**

### ***3-year term***

Elizabeth Diercks	56 Depot Street	5/2010
Marianne Fleckner	23R Almeria Circle	5/2009
Susan Flint	7 Swanson Lane	5/2009
Robert Price	18 Stratton Hill Road	5/2011
Jack Wrobel	13 Monadnock Drive	5/2010
Hajo Koester	65 Providence Road	5/2011

## **Moderator**

### ***3-year term***

Ellen Harde	39 Main Street	5/2011
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## **Planning Board**

### ***5-year term***

Dennis J. Galvin	90 Concord Road	5/2010
Michael Green	11 Hidden Valley Road	5/2009
Kevin Borselli	124 Carlisle Road	5/2011
Fred Palmer	147 Main Street	5/2011
Andrea Peraner-Sweet	21 Kirsi Circle	5/2012



**School Committee**

***3-year term***

Elizabeth F. Andrews	87 West Street	5/2009
Arthur Benoit	26 Country Road	5/2010
Judith E. Culver	34 Stone Ridge Road	5/2010
Erika Kohl	4 Frances Hill Rd	5/2011
John Moran	14 Fairview Drive	5//2009
Margaret A. Murray	11 Sassafra Road	5/2009
Diane Weir	122 Lowell Road	5/2008

**Selectmen**

***3-year term***

Kelly Ross	7 Carriage Way	6/2011
Robert Jefferies	11 Boston Road	5/2010
Nancy L. Rosinski	13 North Hill Road	5/2010
Jim Sullivan	118 Carlisle Road	5/2009
Valerie Wormell	25 Vose Hill Road	5/2008



# APPOINTED OFFICIALS AS OF DECEMBER 31, 2008

Date Term Expires

## Affordable Housing Committee: *Appointed by Town Manager*

### **2-year term**

Bruce Caldwell	112 Keyes Road	6/30/2009	
Ann Eno	5 Fisher Way	6/30/2009	
Mary Lynn Galgano	5 Daniel Drive	6/30/2010	
Scott Hazelton	76 Nutting Road	6/30/2009	
Diane Holmes	59 Lowell Road	6/30/2010	
Steven Brierley	16 Phillips Drive	7/01/2009	
Chris Pude	7 Bayberry Road	6/30/2010	Ex officio member
Jim Silva	98 Chamberlain Road	6/30/2009	
Val Wormell	25 Vose Hill Rd	7/01/2009	

## Affordable Housing Trust Committee: *Appointed by Board of Selectmen*

### **2-year term**

Daniel Burke	12 Misty Lane	6/30/2009
Diane Holmes	59 Lowell Road	6/30/2010
Jim Sullivan	118 Carlisle Road	6/30/2010
Robert Waskiewicz	120 Groton Road	6/30/2010

## Agricultural Commission: *Appointed by Board of Selectmen*

### **3-year term**

Mathew Foti	76 Carlisle Road	6/30/2009
Marci Gamester	22 Griffin Road	6/30/2008
Robert Haigh	6 Durkee Lane	6/30/2009
Paul Rohs	38 Forge Village Road	6/30/2008
Robert Webb	52 Pine Ridge Road	6/30/2009

## Board of Assessors: *Appointed by Town Manager*

### **3-year term**

Kevin Burke	7 Sherlock Lane	6/30/2009
Diane Holmes	59 Lowell Road	6/30/2010
Titus Palmer	21 Vose Road	6/30/2009

Date Term Expires

**Board of Cemetery Commissioners:** *Appointed by Town Manager*

***3-year term***

Barbara Greenslade	45 Forge Village	6/30/2009
Daniel Provost	27 Orchard Street	6/30/2010
George Rogers	60 Pleasant Street	6/30/2010

**Board of Water Commissioners:** *Appointed by Town Manager*

***3-year term***

Robert Carter	8 Nutting Road	6/30/2011
Elizabeth Denly	458 Groton Rd.	6/30/2010
Leslie Thomas	8A Old Colony Drive	6/30/2010

**Bruce Freeman Rail Trail Project**

Kelly Ross	7 Carriage Way	6/30/2009
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**Burial Agent of Deceased Soldiers:** *Appointed by Town Manager*

***1-year term***

Paul Murray	12 Wilshire Avenue	6/30/2008
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**Communication Advisory Committee:** *Appointed by Board of Selectmen*

***1- year term***

Dave Levy	354 Groton Road	6/30/2009
Jim Silva	98 Chamberlain Road	6/30/2009
Tony Vacca	93 Main Street	6/30/2009

**Community Preservation Committee:** *Appointed by Board of Selectmen*

***3-year term***

Scott Hazelton	76 Nutting Road	6/30/2008	Housing Authority rep
Marilyn Frank	6 Chamberlain Road	6/30/2007	ConsCom rep
Elizabeth Adams	63 Main Street	6/30/2010	At-large member
Kathleen Healy	95 North Main Street	6/30/2008	At-large member
Christine MacMillan	12 Maple Street	6/30/2008	At-large member
Ingrid Nilsson	6 Depot Street	6/30/2007	At-large member
Andrea Peraner-Sweet	21 Kirsi Circle	6/30/2006	Planning Board rep
Evan Schapiro	16 Tadmuck Road	6/30/2009	At-large member
Bob Shaffer	7 Blakes Hill Road	6/30/2007	Historical Commission rep

**Date Term Expires****Comprehensive Master Plan Committee:** *Appointed by Planning Board****Until task is complete***

John Cunningham	4 Butternut Drive
Peter Ewing	21 Old Homestead Road
Kate Hollister	25 Vine Brook Road
Jim Kottas	99 Concord Road
Bob Krankiewicz	15 Boston Road
Marian McCurly	55 Vine Brook Road
Gideon Moran	39R Flagg Road
Paul Rohs	38 Forge Village Road
Alan Rubin	3 Meadow View Lane
Pat Savage	54 Broadway Street
Peter Severance	3 Snow Drive
Tom Spuhler	232 Concord Road
Catherine Stewart	7 Rooks Way
Ed Thomas	10 Snow Drive
Carol Tucker	20 Swedes Crossing
Diane Weir	122 Lowell Road
Victor Weisenbloom	25 Chippewa Road
Carol Wing	33 Meadow Lane
Beverly Woods	74 Tenney Road
Valerie Wormell	25 Vose Hill Road

**Conservation Commission:** *Appointed by Board of Selectmen****3-year term***

Eric Fahle	9 Long Sought For Pond Road	6/30/2011
Marilyn Frank	6 Chamberlain Road	6/30/2010
Ann Jefferies	11 Boston Road	6/30/2009
Peter Mahler	25 Vine Brook Road	6/30/2010
Robert Shaw	12 Village View Road	7/01/2010
Michael Taevs	8 Hildreth Street	6/30/2009
Frank Winters	15 Dunstable Road	7/01/2011

**Council on Aging:** *Appointed by Town Manager****3-year term***

Nancy Cook	PO Box 869	6/30/2010
Helena Crocker	34 West Street	6/30/2010

**Date Term Expires**

Dorothy Hall	10 Highland Road	6/30/2010
Cecelia Healy	57 North Main Street	6/30/2010
Patricia Holmes	15 Salem Street	6/30/2010
George P. Rogers	60 Pleasant Street	2/7/2006
Robert Tierney	10 Tallard Road	6/30/2011

**Cultural Council:** *Appointed by Board of Selectmen*

***3-year term***

Barbara Bergin	50 Elm Road	6/30/2012
Mary Lyman	3 Tadmuck Lane	6/30/2012
Elizabeth Michaud	11 Beaver Dam Drive	6/30/2011
Alice Phalen	50 North Street	6/30/2014
Stephen Pixley	62 Pleasant Street	6/30/2011
Christine Robinson		7/01/2011
Aurora Winters	15 Dunstable Road	6/30/2011

**Emergency Management Directors:** *Appointed by Town Manager*

***1-year term***

Joe Targ	Fire Department	6/30/2008
Tim Whitcomb	Police Department	6/30/2008

**Finance Committee:** *Appointed by Moderator*

***3-year term***

Alicia Corvino	5 Grove Street	6/30/2010
Jeanne Drula	14 Hopkins Place	6/30/2010
Al Herget	8 Wayne Road	6/30/2009
David C. Murray	11 Sassafras Road	6/30/2011
Rose O'Donnell	8 Sassafras Road	6/30/2009
Thomas Price	87 Chamberlain Road	6/30/2009
Michael Princi	111 Depot Street	6/30/2011
Ingrid Nilsson	6 Depot Street	6/30/2010
Mark Kost	7 Grassy Lane	7/01/2011

**Friends of Bruce Freeman Rail Trail Project:** *Appointed by Board of Selectmen*

***As long as needed***

Emily Teller	9 Texas Rd.
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**Date Term Expires****General Bylaw Review Committee:** *Appointed by Board of Selectmen*

Amber Brown	11 Lake Shore Dr. South	6/30/2010	
David Chandler	26 Hillside Ave.	6/30/2009	
Lynn Cohen	16 Fletcher Road	6/30/2011	
Kaari Mai Tari	55 Main St	6/30/2107	Ex officio member

**Highway Garage Building Committee:** *Appointed by Board of Selectmen****Until task is complete***

Richard Barrett	Highway Department
George Fletcher	3 Plain Road
John A. Healy III	26 Broadway Street
Robert Jefferies	11 Boston Road
Gaylord MacCartney	16 Patriot Lane
James Pearson	25 Colonial Drive

**Historical Commission:** *Appointed by Board of Selectmen****3-year term***

Sally Benedict	P.O Box 148	6/30/2011
John Cunniffe	8 Patten Road	6/30/2011
Phil Gilbert	16 Frances Hill Road	6/30/2011
Jane Hinckley	24 Boston Road	6/30/2010
Stacey Perron	PO Box 2115	6/30/2010
Robert Stafford	22 Leland Road	7/01/2011
James Zegowitz	178 Carlisle Road	6/30/2009

**Land Acquisition Oversight Committee:** *Appointed by Town Manager****no expiration of term***

Diane Holmes	59 Lowell Road
Ronald H. Johnson	77 Carlisle Road
Bob LaPorte	15 Kylemore Drive
Christine MacMillan	12 Maple Street
Peter Mahler	25 Vine Brook Road
Elaine McKenna	58 Newport Drive
Leslie Thomas	8A Old Colony Drive

**Monument Advisory Committee:** *Appointed by Town Manager****3-year term***

Nancy Cook	PO Box 869	6/30/2009
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		<b>Date Term Expires</b>
Patricia Dubey	30 Pleasant Street	6/30/2009
Ellen Harde	39 Main Street	6/30/2009
Paul Murray	12 Wilshire Avenue	6/30/2009
Stacey Perron	PO Box 2115	6/30/2009
Jonathan Revis	Beacon Street	6/30/2009

**Nashoba Valley Technical High School District:** *Appointed by Selectmen, School Committee, & Moderator*

***3-year term***

Douglas Morin, alt	1 Whitney Drive	3/31/2010
Raymond Riddick	22 Blake's Hill Rd	3/31/2011
Joan O'Brien	11 Cold Spring Road	3/31/2010

**Northern Middlesex Council of Government:** *Appointed by Board of Selectmen*

***1-year term***

Robert Jefferies	11 Boston Road	6/30/2009
Alan Nudler	176 Concord Road	
Jim Silva	98 Chamberlain Road	6/30/2009

**Parkerville Schoolhouse Committee:** *Appointed by Town Manager*

***3-year term***

Charles Cusson	248 Groton Road	6/30/2006
Susan Cusson	248 Groton Road	6/30/2006
Heidi Hatke	78R Carlisle Road	6/30/2006
June Kennedy	31 Old Lowell Road	6/30/2008
Roger Plaisted	175 Carlisle Road	6/30/2006
John Wilder	61 Carlisle Road	6/30/2006

**Parks & Recreation Commission:** *Appointed by Town Manager*

***3-year term***

Colleen Barisano	62 Main Street	6/30/2008
Kevin Caviston	14 Morning Glory Circle	6/30/2010
Wayne D'Agostino	27 Patten Road	6/30/2007
Ken Hanly	26 Kirsi Circle	6/30/2009
John McNamara	11 Hillside Avenue	6/30/2009
Carolyn Metcalf	46 Lakeshore Drive North	6/30/2008

**Permanent School Building Committee:** *Appointed by Board of Selectmen*

***No expiration of term***

Arthur Benoit	26 Country Road	no expiration
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		<b>Date Term Expires</b>
Steven Brierley	16 Phillips Drive	no expiration
Karen Cavanaugh	8 Dempsey Way	no expiration
Thomas Ellis	5 Chicory Lane	no expiration
Angela Harkness	15 Castle Road	no expiration
Robert Jefferies	11 Boston Road	no expiration
Kenneth Morgan	4 Dutchman Lane	no expiration
Michael Mulligan	4 Polley Road	no expiration
George Murray	14 Heywood Drive	no expiration
Kirk Ware	5 Grenada Drive	no expiration
Victor Weisenbloom	25 Chippewa Road	no expiration

**Permanent Town Building Committee:** *Appointed by Board of Selectmen*

***3-year term***

Karen Cavanagh	8 Dempsey Way	6/30/2011
Nancy Cook	25 North Main Street	6/30/2009
Paul Davies	6 Crest Drive	6/30/2009
Kirk Ware	5 Granada Drive	6/30/2010
Thomas Mahanna	4 Butterfield Lane	6/30/2011
Morgan Fannon		7/01/2010

**Personnel Advisory Committee:** *Appointed by Board of Selectmen*

Jerry Berkowitz	10 Douglas Rd	6/30/2009
Susan Flint	7 Swanson Lane	6/30/2009
Elizabeth Michaud	11 Beaver Dam Drive	6/30/2009

**Records and Archives Management Committee:** *Appointed by Town Manager*

***3-year term***

Ellen Harde	39 Main Street	6/30/2011
Jane Hinckley	24 Boston Road	6/30/2011
Sandy Martinez	95 Main Street	6/30/2010
Virginia Moore	J.V. Fletcher Library	6/30/2011
Bob Oliphant	3 Robinson Road	6/30/2011
Kaari Mai Tari	Town Hall	6/30/2011

**Recycling Commission:** *Appointed by Town Manager*

***3-year term***

Joanne Bergamini	78 Graniteville Road	6/30/2010
Andrew Bergamini	78 Graniteville Road	6/30/2006
Gerry DiBello	6 Court Road	6/30/2008

		<b>Date Term Expires</b>
Kris Erickson	41 Keyes Road	6/30/2010
Abby Foster	25 Bradford Street	6/30/2008
Ellen Harde	39 Main Street	6/30/2006
Elizabeth Sawyer	4 Cherry Lane	6/30/2008
Barbara Theriault	8 Tadmuck Lane	6/30/2008

**Registrars of Voters:** *Appointed by Board of Selectmen*

***3-year term***

Philip R. McGee	2 Beaver Brook Road	6/30/2005	
Kaari Mai Tari	Town Hall	10/31/2004	Town Clerk
Victor Weisenbloom	25 Chippewa Road	6/30/2009	
Donald Whitehouse	3 Providence Road	6/30/2003	

**Representative Town Meeting Study Committee:** *Appointed by Board of Selectmen*

***No expiration of term***

John Cunningham	4 Butternut Road
Elizabeth Diercks	56 Depot Street
Marianne Fleckner	21R Almeria Circle
George E. Murray	14 Heywood Road
Robert Phillips	9 Bates Lane
Bob Price	18 Stratton Hill Road

**Roudenbush Community Center Committee:** *Appointed by Town Manager*

***3-year term***

Christine Coughlin	27 Phillips Drive	6/30/2006
Mary Gala-Yao	1 Cobblestone Lane	6/30/2009
Arlene Hammel	17 Colonial Drive	6/30/2006
Gary Hultgren	8 Kylemore Drive	6/30/2007
Stacey Mantenuto	1 Carolina Lane	6/30/2009
Frank Pisano	11 Joyce Circle	6/30/2009
Marshall-Ben Tisdale	11 East Prescott Street	6/30/2007
Jack Viera	12 Kirsi Circle	6/30/2007

**Tax Possession Sale Committee:** *Appointed by Board of Selectmen*

***3-year term***

Ernest Hyde	59 Depot Street	6/30/2010
Kate Paquin	89 Nutting Road	6/30/2010
Darrin Wizst	1 Noonan Way	6/30/2010



**Date Term Expires****Town Forest Committee:** *Appointed by Town Manager****1-year term***

Richard Barrett	Highway Department	6/30/2007
Hugh Maguire	127 Cold Spring Road	6/30/2010
Carlton Rooks	Town Hall	6/30/2007

**TREAD Committee:** *Appointed by Town Manager****3-year term***

Nancy Cook	PO Box 869	6/30/2008
Timothy Donovan	21 Flagg Road	6/30/2009
Dorothy Hall	10 Highland Road	6/30/2009
Diane Holmes	59 Lowell Road	6/30/2008
Eugene Jungbluth	10 Brookview Drive	6/30/2009
Suzanne Marchand	Town Hall	6/20/2009

**Tree Warden:** *Appointed by Town Manager****1-year term***

Richard Barrett	Highway Department
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**Veteran's Agent:** *Appointed by Town Manager****1-year term***

Paul Murray	12 Wilshire Avenue	6/30/2008
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**Zoning Board of Appeals:** *Appointed by Board of Selectmen****5-year term***

Mark Conlon	20 Sherwood Drive	6/30/2011
David Earl	17 Depot Street	6/30/2012
Jay Enis	13 Pine Tree Trail	6/30/2009
Roger Hall	53 North Street	6/30/2006
Robert Herrmann	101 Concord Road	6/30/2009
James Kazeniac	4 Robinson Road	6/30/2011
Scott MacKay	7 Crown Road	6/30/2011
Chris Romeo	1 Betty Lane	6/30/2011

## GENERAL MEETING TIMES FOR BOARDS & COMMITTEES

Board/Committee	Day of the Month	Time	Location
Affordable Housing Committee	2 <sup>nd</sup> Wednesday	7:15 am	Millennium School
Affordable Housing Trust Committee	2 <sup>nd</sup> Tuesday	7:30 am	Police Station Chief's Conference Room
Board of Health	2 <sup>nd</sup> & 4 <sup>th</sup> Monday	7:00 pm	Westford Academy Library
Board of Selectmen	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesday	7:30 pm	Millennium School – APR Room
Cemetery Commission	2 <sup>nd</sup> Wednesday in Jan, Apr, July, Oct	8:00 am	Pine Grove Cemetery Office
Communication Advisory Committee	4 <sup>th</sup> Tuesday	7:00 pm	Fletcher Library Mary Atwood Room
Conservation Commission	2 <sup>nd</sup> & 4 <sup>th</sup> Wednesday	7:30 pm	Millennium School
Council on Aging	2 <sup>nd</sup> Wednesday	4:00 pm	Cameron Senior Center
Historical Commission	3 <sup>rd</sup> Wednesday	7:00 pm	Museum Cottage
Housing Authority	2 <sup>nd</sup> Thursday	7:00 pm	Alternates between 7 Cross St. and 65 Tadmuck Rd.
Library Trustees	1 <sup>st</sup> Monday	7:30 pm	Fletcher Library
Nashoba Valley Technical High School	2 <sup>nd</sup> Tuesday	7:30 pm	Nashoba Valley Technical High School
Parks & Recreation	1 <sup>st</sup> Monday	7:00 pm	Town Farm Building
Permanent Town Building Committee	Every other Wednesday	7:00 pm	Cameron Senior Center
Planning Board	1 <sup>st</sup> & 3 <sup>rd</sup> Monday	7:30 pm	Millennium School
Recycling Commission	2 <sup>nd</sup> Thursday	7:30 pm	Cameron Senior Center
Roudenbush Community Center Committee	Last Wednesday	7:30 pm	Roudenbush Community Center
School Committee	Every other Monday	7:30 pm	Millennium School
Water Commission	1 <sup>st</sup> & 3 <sup>rd</sup> Wednesday	5:30 pm	Water Dept. Operation Center
Zoning Board of Appeals	3 <sup>rd</sup> Wednesday	7:00 pm	Millennium School

Every effort is made to keep the meeting postings up to date on the online Town Clerk's Meeting Posting page at [www.westfordma.gov](http://www.westfordma.gov).

# Democratic Presidential Primary, February 5, 2008

## Official Results

PRECINCT	1	2	3	4	5	6	TOTAL
<i>Presidential Preference (Vote for One)</i>							
Blanks	0	1	1	0	4	4	10
John R. Edwards	9	11	9	7	6	9	51
Hillary Clinton	367	368	397	361	432	362	2,287
Joseph R. Biden, Jr.	0	1	2	1	2	1	7
Christopher J. Dodd	0	1	0	0	0	1	2
Mike Gravel	0	2	1	1	1	0	5
Barack Obama	320	310	355	379	415	281	2,060
Dennis J. Kucinich	4	0	0	2	4	1	11
Bill Richardson	0	0	1	1	0	0	2
No Preference	0	8	5	2	5	2	22
Misc. Write Ins	0	0		0			0
Mitt Romney	1		1		1	2	5
Ron Paul		1					1
John McCain		2	2		1		5
Al Gore						1	1
TOTALS	701	705	774	754	871	664	4,469
<i>State Committee Man (Vote for One Man)</i>							
Blanks	698	700	766	743	862	656	4,425
Misc. Write-ins	3	3	7	11	5	8	37
Curtis J. LeMay		2	1		4		7
TOTALS	701	705	774	754	871	664	4,469
<i>State Committee Woman (Vote for One Woman)</i>							
Blanks	334	308	352	326	388	314	2,022
Jennifer L. Mieth	366	397	422	427	483	350	2,445
Write Ins	1	0	0	1	0	0	2
TOTALS	701	705	774	754	871	664	4,469
<i>Town Committee (Vote for not more than 35)</i>							
Blanks	435	461	488	447	543	425	2,799
GROUP	266	244	286	307	328	239	1,670
TOTALS	701	705	774	754	871	664	4,469

PRECINCT	1	2	3	4	5	6	TOTAL
<i>Individual members</i>							
Blanks	19,373	19,856	21,360	20,503	23,952	18,580	123,624
Jeanne L. Abmayr	282	250	305	328	348	254	1,767
Diane M. Wood	302	264	332	338	386	273	1,895
Mary H. Trubey	299	275	330	336	400	277	1,917
Philip R. McGee	294	268	317	341	359	263	1,842
Sheila M. Tucke	283	259	321	318	352	257	1,790
Kathleen A. Healy	327	336	362	369	426	301	2,121
Donald Whitehouse	291	256	316	327	359	253	1,802
Beverly A. Woods	290	267	322	326	367	267	1,839
Augustus P. Bickford	281	270	314	320	359	255	1,799
Geraldine Healy-Coffin	350	315	379	378	428	290	2,140
Marilyn Frank	312	298	366	367	401	274	2,018
Dorothy McHugh							
Whitehouse	282	256	312	321	351	256	1,778
Catherine A.							
Bartholomew	280	258	307	321	350	252	1,768
Ann F. Eno	286	257	314	329	367	257	1,810
Geoffrey D. Hall	408	423	469	470	525	383	2,678
Pamela D. O'Rourke-Hall	290	291	330	336	375	269	1,891
G. James Arciero	303	269	333	355	373	275	1,908
Misc. write-Ins	2	7	1	7	7	4	28
TOTALS	24,535	24,675	27,090	26,390	30,485	23,240	156,415
Total Democratic Ballots cast	701	705	774	754	871	664	4,469
<i>Total Registered Democrats</i>	478	621	584	578	655	527	3,443
TOTAL REGISTERED VOTERS	2,255	2,369	2,525	2,445	2,658	2,319	14,571
Total Voter Turnout	1,235	1,222	1,318	1,306	1,454	1,160	7,695
% Voter Turnout	55%	52%	52%	53%	55%	50%	53%

# Republican Presidential Primary, February 5, 2008

## Official Results

PRECINCT	1	2	3	4	5	6	TOTAL
<i>Presidential Preference (Vote for One)</i>							
Blanks	0	1	1	2	1	0	5
John McCain	197	204	229	222	264	185	1,301
Fred THOMPSON	0	0	1	1	0	1	3
Tom TANCREDO	0	0	0	0	0	0	0
Duncan HUNTER	0	0	0	1	0	0	1
Mike HUCKABEE	14	9	10	26	9	8	76
Mitt ROMNEY	307	287	291	281	288	281	1,735
Ron PAUL	12	13	8	14	13	16	76
Rudy GIULIANI	2	1	1	3	6	2	15
No Preference	1	1	0	1	0	0	3
Write Ins		0	0		0		0
Obama	1			1			2
Hillary Clinton			1			3	4
							0
TOTALS	534	516	542	552	581	496	3,221
<i>State Committee Man (Vote for One Man)</i>							
Blanks	227	211	207	195	233	207	1,280
Jeffrey S. WILSON	305	305	335	355	347	288	1,935
Write Ins	2	0	0	2	1	1	6
TOTALS	534	516	542	552	581	496	3,221
<i>State Committee Woman (Vote for One Woman)</i>							
Blanks	232	212	209	190	235	213	1,291
Susan S. Slade	302	303	333	362	345	282	1,927
Write Ins	0	1	0	0	1	1	3
TOTALS	534	516	542	552	581	496	3,221

PRECINCT	1	2	3	4	5	6	TOTAL
<i>Town Committee (Vote for not more than 35)</i>							
Blanks	342	309	326	316	334	299	1,926
GROUP	192	207	216	236	247	197	1,295
TOTALS	534	516	542	552	581	496	3,221
Blanks	15,350	14,593	15,343	15,350	16,231	14,079	90,946
Kathleen M. GALVIN	243	274	270	333	313	244	1,677
Robert H. MASOW	219	217	240	258	267	209	1,410
Michael S. ERACLEO	202	221	250	256	267	215	1,411
William J. MANTVILLE	205	224	242	251	262	226	1,410
Valerie A. WORMELL	253	242	259	279	287	228	1,548
Kristiaan B. LOKERE	200	212	229	251	260	220	1,372
Robert E. STAFFORD	213	219	239	258	269	210	1,408
Thomas J.M. WEAVER	222	218	240	257	261	213	1,411
Kenneth MAURER	203	223	236	257	273	222	1,414
Victor WEISENBLOOM	218	222	242	256	271	209	1,418
William POIST	203	229	230	257	265	215	1,399
Tina POIST	210	230	233	257	266	213	1,409
Francis A. CREED	225	214	231	258	262	210	1,400
M. Catherine PANETTA	221	219	234	258	266	213	1,411
Georjann A. McGAHA	228	217	242	271	274	212	1,444
Misc. write-ins		5	1	3	8	4	21
Arthur BENOIT	8	9	1	1	3	2	24
Ellen CUNHA	8	9	1	1	3	2	24
James CUNHA	8	9	1	1	3	2	24
Wade FOX	9	9	1	1	3	2	25
Dennis GALVIN	9	9	1	1	3	2	25
Paul ROHS	8	9	1	1	3	2	24
Alan RUBIN	8	9	1	1	3	2	24
Jonatha WALKER-ROHS	8	9	1	1	3	2	24
Gunars ZAGARS	8	9	1	2	5	2	27
Angel Connell	1				4		5



PRECINCT	1	2	3	4	5	6	TOTAL
TOTALS	18,690	18,060	18,970	19,320	20,335	17,360	112,735
Total Republican Ballots cast	534	516	542	552	581	496	3,221
<i>Total Reg. Republicans</i>	387	356	385	455	412	363	2,358
TOTAL REGISTERED VOTERS	2,255	2,369	2,525	2,445	2,658	2,319	14,571
Total Voter Turnout	1,235	1,222	1,318	1,306	1,454	1,160	7,695
% Voter Turnout	55%	52%	52%	53%	55%	50%	53%

# Working Families Presidential Primary, February 5, 2008

## Official Results

PRECINCT	1	2	3	4	5	6	TOTAL
<i>Presidential Preference (Vote for One)</i>							
Blanks							0
No Preference							0
Write Ins							0
John McCain			1				1
Hillary Clinton					1		1
TOTALS	0	0	1	0	1	0	2
<i>State Committee Man (Vote for One Man)</i>							
Blanks	0	0	1	0	1	0	2
Write Ins	0	0	0	0	0	0	0
TOTALS	0	0	1	0	1	0	2
<i>State Committee Woman (Vote for One Woman)</i>							
Blanks			1		1		2
Write Ins			0		0		0
TOTALS	0	0	1	0	1	0	2
<i>Town Committee (Vote for No More than 10)</i>							
Blanks			10		10		20
Write Ins			0				0
TOTALS	0	0	10	0	10	0	20
Total Working Families ballots cast	0	0	1	0	1	0	2
<i>Total Reg. Working Families</i>	1	3	1	2	0	0	7



PRECINCT	1	2	3	4	5	6	TOTAL
TOTAL REGISTERED VOTERS	2,255	2,369	2,525	2,445	2,658	2,319	14,571
Total Voter Turnout	1,235	1,222	1,318	1,306	1,454	1,160	7,695
% Voter Turnout	55%	52%	52%	53%	55%	50%	53%

# Green-Rainbow Presidential Primary, February 5, 2008

## Official Results

PRECINCT	1	2	3	4	5	6	TOTAL
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*Presidential Preference (Vote for One)*

Blanks							0
Jared BALL							0
Ralph NADER					1		1
Elaine BROWN							0
Kat SWIFT							0
Cynthia McKINNEY		1					1
Kent MESPLAY							0
No Preference			1				1
Write Ins							0
TOTALS	0	1	1	0	1	0	3

*State Committee Man (Vote for One Man)*

Blanks	0	1	1	0	1	0	3
Write Ins	0	0	0	0	0	0	0
TOTALS	0	1	1	0	1	0	3

*State Committee Woman (Vote for One Woman)*

Blanks	0	1	1	0	1	0	3
Write Ins	0	0	0	0	0	0	0
TOTALS	0	1	1	0	1	0	3

*Town Committee (Vote for No More than 10)*

Blanks		10	10		10		30
Write Ins	0	0	0	0	0	0	0
TOTALS	0	10	10	0	10	0	30

PRECINCT	1	2	3	4	5	6	TOTAL
TOTAL REGISTERED VOTERS	2255	2369	2525	2445	2658	2319	14571
Total Green- Rainbow ballots cast	0	1	1	0	1	0	3
<i>Total Reg. Green- Rainbow</i>	2	1	4	3	2	2	14
TOTAL REGISTERED VOTERS	2,255	2,369	2,525	2,445	2,658	2,319	14,571
Total Voter Turnout	1,235	1,222	1,318	1,306	1,454	1,160	7,695
% Voter Turnout	55%	52%	52%	53%	55%	50%	53%

# Annual Town Election, May 6, 2008

## Official Results

PRECINCT	1	2	3	4	5	6	TOTAL
<i>Board of Selectmen (3 Year Term) - Vote for 2</i>							
Blanks	85	84	127	74	133	115	618
Valerie A. Wormell	232	257	214	214	242	198	1357
Robert M. McCusker	106	154	184	111	169	159	883
Kelly J. Ross	224	234	306	210	298	163	1435
T. Kirk Ware	154	203	216	168	269	147	1157
Write Ins	1	0	5	1	3	2	12
TOTALS	802	932	1052	778	1114	784	5462

### *Board of Health (3 Year Term)-Vote for 2*

Blanks	233	260	313	204	353	235	1598
Zac A. Cataldo	283	333	376	286	382	266	1926
Joseph A. Guthrie, Jr.	281	337	362	287	375	283	1925
Write Ins	5	2	1	1	4	0	13
TOTALS	802	932	1052	778	1114	784	5462

### *Housing Authority (5 Year Term) - Vote for 1*

Blanks	118	129	143	104	176	123	793
Phyllis Koulouras	282	337	383	285	379	269	1935
Write Ins	1	0	0	0	2	0	3
TOTALS	401	466	526	389	557	392	2731

### *Library Trustees (3 Year Term) - Vote for 2*

Blanks	261	287	285	217	388	269	1707
Robert D. Price	278	322	393	291	367	274	1925
Hajo W. Koester	261	323	374	270	358	241	1827
Write Ins	2	0	0	0	1	0	3
TOTALS	802	932	1052	778	1114	784	5462

### *Library Trustees (Vacancy) - Vote for 1*

Blanks	108	117	119	109	152	111	716
Susan M. Flint	162	176	233	154	196	155	1076
Deborah J. Teal	130	171	174	126	208	126	935
Write Ins	1	2	0	0	1	0	4
TOTALS	401	466	526	389	557	392	2731

PRECINCT	1	2	3	4	5	6	TOTAL
<i>Moderator (3 Year Term) - Vote for 1</i>							
Blanks	73	89	103	56	123	92	536
Ellen S. Harde Geraldine (Dini)	320	367	411	324	432	290	2144
Healy-Coffin	6	7	8	7	2	8	38
Write Ins	2	3	4	2		2	13
TOTALS	401	466	526	389	557	392	2731

*Planning Board (5 Year Term) - Vote for 1*

Blanks	48	48	65	45	87	45	338
Kevin R. Borselli	174	204	298	174	283	209	1342
Thomas F. Spuhler	178	214	163	169	187	138	1049
Write Ins	1	0	0	1	0	0	2
TOTALS	401	466	526	389	557	392	2731

*School Committee (3 Year Term) - Vote for 2*

Blanks	97	94	115	94	170	129	699
Diane Weir	180	213	194	167	192	179	1125
David A. Keele	218	267	278	196	340	177	1476
Birgit Erika Kohl	183	179	296	189	227	127	1201
Kate M. Paquin	120	178	169	132	185	170	954
Write Ins	4	1	0	0		2	7
TOTALS	802	932	1052	778	1114	784	5462

Total Registered Voters	2274	2372	2546	2451	2683	2349	14675
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<i>Precinct Totals:</i>	401	466	526	389	557	392	2731
Total Voter Turnout	17.6%	19.6%	20.7%	15.9%	20.8%	16.7%	18.6%

# Democratic Party State Primary - September 16, 2008

## Official Results

PRECINCT	1	2	3	4	5	6	TOTAL
<i>Senator in Congress (Vote for One)</i>							
Blanks	1	5	3	5	8	8	30
John F. Kerry	202	212	220	228	275	163	1300
Edward J. O'Reilly	117	129	151	89	123	108	717
Write Ins	0	1	1	0	0	0	2
TOTALS	320	347	375	322	406	279	2049

### *Representative in Congress (Vote for One)*

Blanks	61	66	74	47	76	79	403
Nicola S. Tsongas	256	279	299	274	330	198	1636
Write Ins	3	2	2	1	0	2	10
TOTALS	320	347	375	322	406	279	2049

### *Councillor (Vote for One)*

Blanks	93	105	129	111	139	86	663
Marilyn M. Petitto Devaney	148	129	141	131	163	95	807
John J. Doyle	58	86	75	61	84	74	438
Thomas L. Walsh	21	27	30	19	20	24	141
Write Ins	0	0	0	0	0	0	0
TOTALS	320	347	375	322	406	279	2049

### *Senator in General Court (Vote for One)*

Blanks	57	55	69	55	73	52	361
Steven C. Panagiotakos	262	290	306	267	333	227	1685
Write Ins	1	2	0	0	0	0	3
TOTALS	320	347	375	322	406	279	2049

### *Representative in General Court (Vote for One)*

Blanks	7	7	14	15	21	17	81
James Arciero	275	295	324	259	348	233	1734
Patricia Wojtas	38	44	36	48	36	29	231
Write Ins	0	1	1	0	1	0	3
TOTALS	320	347	375	322	406	279	2049

PRECINCT	1	2	3	4	5	6	TOTAL	
<i>Register of Probate (Vote for One)</i>								
Blanks	104	129		151	119	183	112	798
John R. Buonomo	202	202		216	195	213	155	1183
Write Ins	5	4		2	3	5	5	24
Sean T. O'Donovan	7	9		4	3	5	4	32
Paula E. Mattaligao	1							1
John Lambert	1							1
Rick Covino		1						1
John Aliperta		2		1			2	5
John Panica					2			2
Thomas B. Concannon				1			1	2
TOTALS	320	347		375	322	406	279	2049
<i>Precinct Totals:</i>	320	347		375	322	406	279	2049
Total Voter Turnout	409	471		482	464	479	363	2668
Total Voter Enrollment	2321	2395		2546	2489	2684	2383	14818
Total % Voter Turnout	17.62%	19.67%		18.93%	18.64%	17.85%	15.23%	18.01%

# Republican Party State Primary, September 16, 2008

## Official Results

PRECINCT	1	2	3	4	5	6	TOTAL
<i>Senator in Congress (Vote for One)</i>							
Blanks	14	29	13	25	22	12	115
Jeffrey K. Beatty	74	93	93	116	48	72	496
Write Ins	1	1	1		2	0	5
Edward O'Reilly		1		1			2
TOTALS	89	124	107	142	72	84	618

### *Representative in Congress (Vote for One)*

Blanks	84	118	102	139	67	77	587
Write Ins	2	2	3	2	2	2	13
Ted Gaiero	2	2	1				5
Jim Ogonowski	1	2	1	1	3	5	13
TOTALS	89	124	107	142	72	84	618

### *Councillor (Vote for One)*

Blanks	89	123	106	140	72	82	612
Write Ins	0	1	1	2	0	2	6
TOTALS	89	124	107	142	72	84	618

### *Senator in General Court (Vote for One)*

Blanks	89	121	107	141	72	82	612
Write Ins	0	3	0	1	0	2	6
TOTALS	89	124	107	142	72	84	618

### *Representative in General Court (Vote for One)*

Blanks	2	3	3	5	3	2	18
Paul J. Avella	75	103	86	119	56	69	508
William K. Bunker	10	12	18	17	11	13	81
Write Ins	0		0			0	0
Jim Arciero	2	6		1	2		11
TOTALS	89	124	107	142	72	84	618

### *Register of Probate (Vote for One)*

Blanks	85	118	105	138	70	76	592
Misc. Write Ins		4	1	2	0	4	11



PRECINCT	1	2	3	4	5	6	TOTAL
John Lambert	3	1	1	1	2	4	12
James I. Wojas	1						1
Sean O'Donovan		1		1			2
TOTALS	89	124	107	142	72	84	618
<i>Precinct Totals:</i>	89	124	107	142	72	84	618
Total Voter Turnout	409	471	482	464	479	363	2668
Total Voter Enrollment	2321	2395	2546	2489	2684	2383	14818
Total % Voter Turnout	17.62%	19.67%	18.93%	18.64%	17.85%	15.23%	18.01%

# Working Families Party State Primary, September 16, 2008

## Official Results

PRECINCT	1	2	3	4	5	6	TOTAL
<i>Senator in Congress (Vote for One)</i>							
Blanks	0	0	0	0	0	0	0
Write Ins	0	0	0	0	0	0	0
O'Reilly					1		
TOTALS	0	0	0	0	1	0	1
<i>Representative in Congress (Vote for One)</i>							
Blanks	0	0	0	0	1	0	1
Write Ins	0	0	0	0	0	0	0
TOTALS	0	0	0	0	1	0	1
<i>Councillor (Vote for One)</i>							
Blanks	0	0	0	0	1	0	1
Write Ins	0	0	0	0	0	0	0
TOTALS	0	0	0	0	1	0	1
<i>Senator in General Court (Vote for One)</i>							
Blanks	0	0	0	0	1	0	1
Write Ins	0	0	0	0	0	0	0
TOTALS	0	0	0	0	1	0	1
<i>Representative in General Court (Vote for One)</i>							
Blanks	0	0	0	0	1	0	1
Write Ins	0	0	0	0	0	0	0
TOTALS	0	0	0	0	1	0	1
<i>Register of Probate (Vote for One)</i>							
Blanks	0	0	0	0	1	0	1
Write Ins	0	0	0	0	0	0	0
TOTALS	0	0	0	0	1	0	1
<i>Precinct Totals:</i>	0	0	0	0	1	0	1

# Green Rainbow Party State Primary, September 16, 2008

## Official Results

PRECINCT	1	2	3	4	5	6	TOTAL
<i>Senator in Congress (Vote for One)</i>							
Blanks	0	0	0	0	0	0	0
Write Ins	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	0
<i>Representative in Congress (Vote for One)</i>							
Blanks	0	0	0	0	0	0	0
Write Ins	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	0
<i>Councillor (Vote for One)</i>							
Blanks	0	0	0	0	0	0	0
Write Ins	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	0
<i>Senator in General Court (Vote for One)</i>							
Blanks	0	0	0	0	0	0	0
Write Ins	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	0
<i>Representative in General Court (Vote for One)</i>							
Blanks	0	0	0	0	0	0	0
Write Ins	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	0
<i>Register of Probate (Vote for One)</i>							
Blanks	0	0	0	0	0	0	0
Write Ins	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	0
<i>Precinct Totals:</i>	0	0	0	0	0	0	0

Presidential Election- November 4, 2008  
Official Results

PRECINCT	1	2	3	4	5	6	Total
<i>Electors of President and Vice President</i>							
Blanks	3	11	9	8	8	3	42
Baldwin & Castle	2	2	1	1	1	1	8
Barr & Root	11	18	15	12	11	11	78
McCain & Palin	915	864	966	883	964	909	5501
McKinney & Clemente	4	1	3	1	5	4	18
Nader & Gonzalez	16	13	17	11	12	17	86
<b>Obama &amp; Biden</b>	<b>1069</b>	<b>1083</b>	<b>1143</b>	<b>1207</b>	<b>1249</b>	<b>1044</b>	<b>6795</b>
Misc. Write-Ins	5	12	9	12	8	8	54
Totals:	2025	2004	2163	2135	2258	1997	12582
<i>Senator in Congress (Vote for 1)</i>							
Blanks	58	56	52	42	52	50	310
<b>John F. Kerry</b>	<b>1053</b>	<b>1119</b>	<b>1159</b>	<b>1214</b>	<b>1282</b>	<b>1077</b>	<b>6904</b>
Jeffrey K. Beatty	853	784	893	813	870	804	5017
Robert J. Underwood	59	44	58	65	52	64	342
Misc. Write Ins	2	1	1	1	2	2	9
Totals:	2025	2004	2163	2135	2258	1997	12582
<i>Representative in Congress (Vote for 1)</i>							
Blanks	567	481	533	489	540	498	3108
<b>Nicola S. Tsongas</b>	<b>1433</b>	<b>1503</b>	<b>1614</b>	<b>1622</b>	<b>1702</b>	<b>1478</b>	<b>9352</b>
Misc. Write Ins	24	20	13	22	16	20	115
John Ogonowski	1		3	2		1	7
Totals:	2025	2004	2163	2135	2258	1997	12582
<i>Councillor (Vote for 1)</i>							
Blanks	791	672	752	710	785	693	4403
<b>Marilyn M. Petitto Devaney</b>	<b>1224</b>	<b>1325</b>	<b>1403</b>	<b>1413</b>	<b>1467</b>	<b>1292</b>	<b>8124</b>
Write Ins	10	7	8	12	6	12	55
Totals:	2025	2004	2163	2135	2258	1997	12582
<i>Senator in General Court (Vote for 1)</i>							
Blanks	647	529	559	581	598	551	3465
<b>Steven C. Panagiotakos</b>	<b>1371</b>	<b>1466</b>	<b>1599</b>	<b>1544</b>	<b>1654</b>	<b>1439</b>	<b>9073</b>
Write Ins	7	9	5	10	6	7	44
Totals:	2025	2004	2163	2135	2258	1997	12582

# Presidential Election- November 4, 2008

## Official Results

PRECINCT	1	2	3	4	5	6	Total
<i>Representative in General Court (Vote for 1)</i>							
Blanks	127	110	134	93	117	134	715
<b>James Arciero</b>	<b>1093</b>	<b>1155</b>	<b>1272</b>	<b>1152</b>	<b>1325</b>	<b>1064</b>	<b>7061</b>
Paul J. Avella	805	738	756	888	816	797	4800
Write Ins	0	1	1	2	0	2	6
Totals:	2025	2004	2163	2135	2258	1997	12582
<i>Register of Probate (Vote for 1)</i>							
Blanks	801	711	763	741	801	709	4526
<b>Tara E. DeCristofaro</b>	<b>1219</b>	<b>1283</b>	<b>1393</b>	<b>1387</b>	<b>1450</b>	<b>1281</b>	<b>8013</b>
Write Ins	5	10	7	7	7	7	43
Totals:	2025	2004	2163	2135	2258	1997	12582
<i>Question 1 (State Income Tax Elimination)</i>							
Blanks	40	22	38	36	40	46	222
Yes	755	745	797	759	785	801	4642
<b>No</b>	<b>1230</b>	<b>1237</b>	<b>1328</b>	<b>1340</b>	<b>1433</b>	<b>1150</b>	<b>7718</b>
TOTALS	2025	2004	2163	2135	2258	1997	12582
<i>Question 2 (Marijuana Civil Penalties)</i>							
Blanks	35	22	27	18	37	34	173
<b>Yes</b>	<b>1258</b>	<b>1318</b>	<b>1330</b>	<b>1372</b>	<b>1452</b>	<b>1234</b>	<b>7964</b>
No	732	664	806	745	769	729	4445
TOTALS	2025	2004	2163	2135	2258	1997	12582
<i>Question 3 (End Dog Racing)</i>							
Blanks	39	33	37	36	55	50	250
<b>Yes</b>	<b>1253</b>	<b>1168</b>	<b>1266</b>	<b>1264</b>	<b>1341</b>	<b>1126</b>	<b>7418</b>
No	733	803	860	835	862	821	4914
TOTALS	2025	2004	2163	2135	2258	1997	12582
<i>Precinct Totals</i>	2025	2004	2163	2135	2258	1997	12582
<i>Total Registered Voters</i>	2428	2474	2630	2559	2733	2449	15273
<i>Percentage Turnout</i>	83.40%	81.00%	82.24%	83.43%	82.62%	81.54%	82.38%

ANNUAL TOWN MEETING MINUTES - MAY 10, 2008

At a legal meeting of the inhabitants of the Town of Westford, qualified by law to vote in Town affairs, held at the Abbot School on Saturday, May 10, 2008, called to commence at 10:00 am, the following business was transacted:

Election officers, using voting lists, acted as tellers at the doors.

Ellen Harde, Town Moderator, called the meeting to order at 10:00 am.

It was VOTED unanimously to allow town staff and consultants who are not Westford voters to sit with boards and address the meeting.

It was VOTED unanimously to accept as the official motions the wording that is on a yellow-colored handout available at the back table dated May 10, 2007 and on file with the Town Clerk.

ARTICLE 1. Town Reports

It was VOTED unanimously that the Town accept the Reports of Town Officers, Boards and Committees for the calendar year 2007 with supplements from the Comprehensive Master Plan Committee, the Medical Reserve Corps and the Representative Town Meeting Study Committee.

It was VOTED to take Article 27 out of order.

ARTICLE 27. Extension of Section 6.3: Growth Management Bylaw for an Additional Year

It was VOTED unanimously that the Town amend Chapter 173, Section 6.3 of the Westford Zoning Bylaw to extend the Growth Management Bylaw for an additional year to allow for the completion of the Comprehensive Master Plan update and, further, that the portion of Section 6.3.2.2, which reads as follows:

“The provisions of this section shall expire on May 11, 2008; . . .”

be amended to read as follows:

“The provisions of this section shall expire on May 11, 2009; . . .”

ARTICLE 2. Fiscal Year 2008 Supplemental Appropriations

It was VOTED That the Town appropriate from Free Cash the sum of \$460,000 (FOUR HUNDRED SIXTY THOUSAND DOLLARS) in order to supplement the following Fiscal Year 2008 Operating Budgets:

Department 131 Finance Committee, Reserve Fund	\$ 50,000
Department 123 Town Manager, Expenses	\$ 10,000
Department 161 Town Clerk, Expenses	\$ 30,000
Department 192 Town Hall, Expenses	\$370,000

A motion was made and seconded to reduce the supplemental appropriation for Town Hall Expenses to \$155,000 to pay for shoring Town Hall so that departments may reoccupy that building. The Moderator called for a vote for the original motion, the higher amount, which passed by majority. The vote for the amendment to Town Hall expenses failed for lack of majority.

ARTICLE 3. Fiscal Year 2008 Budget Transfers

It was VOTED unanimously to transfer the sum of FORTY THOUSAND (\$40,000.00) DOLLARS from and to the following Fiscal Year 2008 accounts in the following amounts:



\$40,000 from 421 Highway Department, Personal Services to 421 Highway Department, Expenses

**ARTICLE 4. Unpaid Bills from Previous Fiscal Year(s)**

It was VOTED unanimously to dismiss the following article:

*That the Town appropriate from Free Cash the sum of \$12,000 (TWELVE THOUSAND DOLLARS) to reimburse certain agencies for food permits fees charged in previous fiscal years in accordance with the provisions of MGL Chapter 44, Section 64.*

The following four articles were considered in the order presented under a Consent Agenda, needing no discussion prior to a vote:

**Article 5: Amendments to the Wage and Classification Plan** It was VOTED unanimously that the Town dismiss the following article:

*To see if the Town will vote to amend the Pay Classification Plan for non-unionized municipal employees, effective July 1, 2008;*

**Article 8: Property Tax Exemption Increase by 100% for the Blind, Elderly and for Disabled Veterans**

It was VOTED unanimously that the Town accept the provisions of Chapter 73, Section 4 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, by providing for additional property tax exemptions for qualified residents who may be blind, elderly, surviving spouses or minors, or who are disabled veterans, and to continue the present percentage increase of 100%.

**Article 10: Highway Department Chapter 90 Funds**

It was VOTED unanimously that the Town appropriate the sum of \$657,851 (SIX HUNDRED FIFTY SEVEN THOUSAND EIGHT HUNDRED FIFTY ONE DOLLARS) from the proceeds due to the Town under the provisions of MGL Chapter 90.

**Article 37: Comprehensive Master Plan**

It was VOTED unanimously that the Town dismiss the following article:

*To see if the Town will vote to adopt the Comprehensive Master Plan prepared and accepted by the Planning Board pursuant to MGL Chapter 41, Section 81D;*

It was then VOTED to take Article 25 out of order.

**ARTICLE 25: Hitchin' Post Greens II; Magnolia Drive (from station 0+00 to 1+65); Greenbrier Drive (from station 0+00 to 1+85); Juneberry Lane; Casie Lane**

It was VOTED unanimously that the Town, pursuant to MGL Chapter 82, Section 21, accept Juneberry Lane (approximately 1000 feet), Casie Lane (approximately 1650 feet), and Greenbrier Drive from station 0 + 00 to station 1 + 85 and Magnolia Drive from station 0 + 00 to station 1 + 65, as a town public way and to authorize the Board of Selectmen to accept the deed to the Town of the said way.

**ARTICLE 6: Acceptance of Enterprise Legislation for Recreation**

It was VOTED that the Town accept the provisions of MGL Chapter 44 Section 53F ½ in order to establish a Recreation Enterprise Fund for Recreation Programs and other related costs.

**ARTICLE 7: Fiscal Year 2009 Operating Budget**

It was VOTED that the Town appropriate \$87,492,984 (EIGHTY SEVEN MILLION FOUR HUNDRED NINETY TWO THOUSAND NINE HUNDRED EIGHTY FOUR DOLLARS) for the operation and maintenance of Town Departments for the Fiscal Year July 1, 2008 through June 30, 2009, such sums to be expended for such purposes under the direction of the respective Town Officers, Boards and Committees.

# GENERAL GOVERNMENT

122	SELECTMEN	
	Personal Services	-
	Expenses	12,800
	Total	12,800

123	TOWN MANAGER	
	Personal Services	276,637
	Expenses	53,800
	Total	330,437

131	FINANCE COMMITTEE	
	Personal Services	-
	Expenses	8,180
	Reserve Fund	810,000
	Transfers Out	-
	Total	818,180

132	FINANCE DIRECTOR	
	Personal Services	213,038
	Expenses	11,750
	Audit	37,000
	Total	261,788

135	TOWN ACCOUNTANT	
	Personal Services	199,205
	Expenses	7,540
	Total	206,745

141	BOARD OF ASSESSORS	
	Personal Services	214,347
	Expenses	22,550
	Total	236,897

151	TOWN COUNSEL	
	Personal Services	-
	Expenses	180,000
	Total	180,000

152	HUMAN RESOURCES	
	Personal Services	174,967
	Expenses	23,000
	Compensation Reserve	400,000
	Transfers Out	-
	Total	597,967

155	TECHNOLOGY	
	Personal Services	254,083
	Expenses	712,500
	Total	966,583

161	TOWN CLERK	
	Personal Services	192,752
	Expenses	25,222
	Total	217,974

170	PERMITTING DEPARTMENT	
	Personal Services	143,610
	Expenses	23,100
	Total	166,710

171	CONSERVATION COMMISSION	
	Personal Services	64,339
	Expenses	4,810
	Total	69,149

175	PLANNING BOARD	
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145	TAX COLLECTOR	
	Personal Services	173,989
	Expenses	60,815
	Total	<u>234,804</u>

176	ZONING BOARD OF APPEALS	
	Personal Services	-
	Expenses	7,000
	Total	<u>7,000</u>

179	GIS	
	Personal Services	56,106
	Expenses	49,000
	Total	<u>105,106</u>

192	TOWN HALL MAINTENANCE	
	Personal Services	44,239
	Expenses	106,600
	Total	<u>150,839</u>

<b>TOTAL GENERAL GOVERNMENT</b>	<u><u>4,651,748</u></u>
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**PUBLIC SAFETY**

210	POLICE DEPARTMENT	
	Personal Services	3,783,022
	Expenses	418,003
	Total	<u>4,201,025</u>

220	FIRE DEPARTMENT	
	Personal Services	2,190,316
	Expenses	229,971
	Total	<u>2,420,287</u>

Personal Services	55,819
Expenses	32,950
Total	<u>88,769</u>

291	EMERGENCY MANAGEMENT	
	Personal Services	7,000
	Expenses	7,095
	Total	<u>14,095</u>

292	ANIMAL CONTROL	
	Personal Services	120,362
	Expenses	23,300
	Offset	-40,000
	Total	<u>103,662</u>

294	TREE WARDEN	
	Personal Services	2,000
	Expenses	33,000
	Total	<u>35,000</u>

<b>TOTAL PUBLIC SAFETY</b>	<u><u>7,028,243</u></u>
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**EDUCATION**

300	WESTFORD PUBLIC SCHOOLS	42,698,355
310	NASHOBA VALLEY TECH	632,032

<b>TOTAL EDUCATION</b>	<u><u>43,330,387</u></u>
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**PUBLIC WORKS**

241	BUILDING DEPARTMENT	
	Personal Services	230,525
	Expenses	20,649
	Total	<u>251,174</u>

244	SEALER WEIGHTS/MEASURE	
	Personal Services	-
	Expenses	3,000
	Total	<u>3,000</u>

427	STORMWATER MANAGEMENT	
	Personal Services	-
	Expenses	65,000
	Total	<u>65,000</u>

432	RECYCLING	
	Personal Services	-
	Recycling Expenses	209,733
	Offset/Revolving	-
	Total	<u>209,733</u>

433	SOLID WASTE	
	Solid Waste Expenses	1,330,451
	Total	<u>1,330,451</u>

440	SEWERAGE COLLECTION	
	Expenses	5,000
	Total	<u>5,000</u>

491	CEMETERY DEPARTMENT	
	Personal Services	69,267
	Expenses	17,200
	Total	<u>86,467</u>

410	ENGINEERING DEPARTMENT	
	Personal Services	151,403
	Expenses	20,400
	Total	<u>171,803</u>

421	HIGHWAY DEPARTMENT	
	Personal Services	1,224,377
	Expenses	1,185,735
	Total	<u>2,410,112</u>

540	SENIOR CENTER	
	Personal Services	132,249
	Expenses	34,851
	Total	<u>167,100</u>

541	COUNCIL ON AGING	
	Personal Services	172,147
	Expenses	80,594
	Total	<u>252,741</u>

542	VETERANS SERVICES	
	Personal Services	9,360
	Expenses	18,500
	Total	<u>27,860</u>

	<b>TOTAL HEALTH &amp; HUMAN SERVICES</b>	<u>844,572</u>
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**CULTURE & RECREATION**

610	LIBRARY	
	Personal Services	1,083,615
	Expenses	324,580
	Total	<u>1,408,195</u>

**TOTAL PUBLIC WORKS**      4,278,566**HEALTH & HUMAN SERVICES**

## 510 BOARD OF HEALTH

Personal Services	325,751
Expenses	47,300
Total	<u>373,051</u>

## 539 ADULT SUPPORTIVE DAY CARE

Personal Services	47,520.50
Expenses	7,019.50
Offset	-30,720.00
Total	<u>23,820.00</u>

## 660 LAND MANAGEMENT

Personal Services	-
Expenses	50,000
Total	<u>50,000</u>

## 670 HISTORICAL COMMISSION

Personal Services	-
Expenses	12,120
Total	<u>12,120</u>

## 673 ROUDENBUSH COMM CTR

Personal Services	64,219
Expenses	-
Offset	-64,219
Total	<u>-</u>

## 692 CELEBRATIONS

Personal Services	-
Expenses	-
Total	<u>-</u>

## 630 RECREATION

Personal Services	177,157
Expenses	16,550
Offset	-193,707
Total	<u>-</u>

## 650 PARKS

Personal Services	223,070
Expenses	40,775
Offset	-42,000
Total	<u>221,845</u>

**TOTAL GENERAL FUND**      81,390,815**COMMUNITY PRESERVATION FUND**

## 240 COMMUNITY PRESERVATION FUND

Principal & Interest	<u>788,269</u>
Total	<u>788,269</u>

**WATER ENTERPRISE FUND**

## 600 WATER ENTERPRISE FUND

Personal Services	949,312
Expenses	1,590,547
Capital	645,760
Total	<u>3,185,619</u>

**RECREATION ENTERPRISE FUND****RECREATION ENTERPRISE FUND**

Personal Services	888,193
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<b>TOTAL CULTURE &amp; RECREATION</b>		1,692,160	Expenses	385,849
			Capital	-
			Total	1,274,042
<b>DEBT SERVICE</b>			<b>AMBULANCE ENTERPRISE FUND</b>	
710	DEBT SERVICE (Principal & Interest)	9,713,777	640	AMBULANCE ENTERPRISE FUND
			Personal Services	546,246
<b>TOTAL DEBT SERVICE</b>		9,713,777	Expenses	307,993
			Capital	-
<b>UNCLASSIFIED</b>			Total	854,239
910	EMPLOYEE BENEFITS & MISC.	9,851,362	<b>TOTAL ENTERPRISE FUNDS</b>	
			6,102,169	
<b>TOTAL UNCLASSIFIED</b>		9,851,362	<b>TOTAL OPERATING BUDGET</b>	
			87,492,984	

and further that all items be raised and appropriated except for the following:

Fund 240 Community Preservation Fund: \$788,269 shall be appropriated from Community Preservation Fund Revenue.

Fund 600 Water Enterprise Fund: \$2,769,000 shall be appropriated from Water Enterprise Revenue and \$416,619 shall be appropriated from Water Enterprise Free Cash.

Fund 630 Recreation Enterprise Fund: \$950,000 shall be appropriated from Recreation Enterprise Revenue.

Fund 640 Ambulance Enterprise Fund: \$450,000 shall be appropriated from Ambulance Enterprise Revenue.

It was VOTED to amend line item 539 – Adult Supportive Day Program by changing the current [original] recommendation of \$0 to

Personal Services	\$47,520.50
Expense	\$7,019.50
Offset (tuition)	\$(30,720.00)
Total	\$23,820.00

in order to continue funding the Adult Supportive Day program until a revolving fund is established.

A motion was made and seconded to amend line item 660 – Land Management by adding the words “contingent on a bid and proposal process.”

A motion was further made to divide the question under line item 660 to caretaker expenses: \$24,000



and other expenses: \$26,000. The motion FAILED for lack of majority.

The motion to amend line item 660 FAILED for lack of majority.

\* \* \*

The School Superintendent, Everett Olsen, and School Committee Chair, John Moran, then presented the Gordon B. Seavey Appreciation Award to Westford Academy Theater Arts Director Michael Tower for his astounding work directing students in several award winning productions. As the audience applauded this honor, the curtain opened to reveal his students who stepped forward to present him with flowers.

\* \* \*

Article 8 was taken up as part of the Consent Agenda following Article 4.

#### **ARTICLE 9: Revolving Funds**

It was VOTED that the Town, pursuant to MGL Chapter 44, Section 53E 1/2, establish revolving funds for the following departments for the specific purposes outlined below for the fiscal year beginning July 1, 2008 and ending June 30, 2009:

Council on Aging: Adult Supportive Day Care Center: Fees received for the Supportive Day Care Program to be expended for the purpose of program maintenance and the hiring of necessary personnel and consulting services, said expenditures to be approved by the Council on Aging; and not to exceed Fifty Thousand (\$50,000) Dollars during fiscal year 2009.

Recycling Commission: Revenues received from the sale of recycled materials to be expended to meet the expenses of the recycling program, said expenditures to be approved by the Recycling Commission; and not to exceed TWENTY THOUSAND (\$20,000) DOLLARS during fiscal year 2009.

Recreation Commission-Field Maintenance: Fees received for field permits to be expended for the purpose of field maintenance and related hiring of necessary personnel and consulting services, said expenditures to be approved by the Recreation Commission and not to exceed FIVE HUNDRED TWENTY FOUR THOUSAND (\$524,000) DOLLARS during fiscal year 2009.

School Department-Parking Fees: Fees received for student parking to be expended for the purpose of maintenance and expansion of parking facilities and any other related costs, said expenditures to be approved by the School Committee and not to exceed TWENTY FOUR THOUSAND (\$24,000) DOLLARS during fiscal year 2009.

School Department-Bus Fees: Fees received for student bus transportation to be expended for the purpose of paying for the costs of providing student transportation, said expenditures to be approved by the School Committee and not to exceed FIVE HUNDRED THOUSAND (\$500,000) DOLLARS during fiscal year 2009.

A motion was made and seconded and it was VOTED to amend the original motion to include a revolving fund for the Adult Supportive Day Care Center.

Article 10 was taken up as part of the Consent Agenda following Article 4.

It was then VOTED to take articles 21 and 22 out of order.

#### **ARTICLE 21: Delete & Remove Non Zoning Wetland Bylaw (by petition)**

It was voted to DISMISS the following article:

*That the Town delete and remove from the Town of Westford By-Laws the following sections*

*in their entirety: Sections 171.1 – 171.13, inclusive (Non-Zoning Wetland By-Laws).*

**ARTICLE 22: Delete and Remove Wetland Rules & Regulations from the Town of Westford Code (by petition)**

It was voted to DISMISS the following article:

*That the Town delete and remove from the Town of Westford Code the following sections in their entirety: Sec. 235-1 through 235-8 inclusive (Wetlands Rules and Regulations).*

**ARTICLE 11: Capital Requests / Various Departments**

That the Town appropriate the sum of \$779,500 (SEVEN HUNDRED SEVENTY NINE THOUSAND FIVE HUNDRED DOLLARS) to provide for the following capital requests:

DEPARTMENT	AMOUNT	PURPOSE
Technology	\$384,000	Hardware, software, maintenance, and any other related costs
Town Clerk	\$9,500	Fireproof file cabinets, microfilming, scanning, and any other related costs
Police Department	\$110,000	3 cruisers and accessories, and any other related costs
Fire Department	\$6,500	Hose Bed Covers Engines 1 & 5, and any other related costs
School Department	\$90,500	Replace Boiler #2-Nabnasset Elementary School, HVAC Controls project completion-Abbot Elementary School, new boiler at Westford Academy, and any other related costs
Highway Department	\$179,000	2 One Ton Trucks, 2 Pickup Trucks, Accessories, and any other related costs

And further that all items be raised and appropriated except for the following:

Transfer from the unexpended balance remaining under "Article 13 "Parks, Recreation & Cemetery, Capital" of the Annual Town Meeting of May 6, 2006 - \$44,000

It was VOTED to amend the original motion for the School Dept. line item by striking "Instructional Technology – system wide" and replace it with "new boiler at Westford Academy."

**ARTICLE 12: Upgrade Water Main in Byrne Avenue**

I was VOTED by a clear two-thirds majority that the Town appropriate the sum of \$436,000 (FOUR HUNDRED THIRTY SIX THOUSAND DOLLARS) to be expended at the direction of the Water Commissioners, to pay costs of replacing and upgrading the water main in the Byrne Avenue area , including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to Chapter 44 Section 8 of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefor.

**ARTICLE 13. Painting & Refinishing Existing Water Tank**

It was VOTED that the Town appropriate from Water Enterprise Fund Free Cash the sum of \$100,000 (ONE HUNDRED THOUSAND DOLLARS) to be expended at the direction of the

Water Commissioners, to pay the costs of painting and refinishing an existing water storage tank, including the payment of all other costs incidental and related thereto.

**ARTICLE 14. Designing, Permitting & Bidding New Well on Country Road**

It was VOTED unanimously that the Town appropriate from Water Enterprise Fund Free Cash the sum of \$55,000 (FIFTY FIVE THOUSAND DOLLARS) to be expended at the direction of the Water Commissioners, to pay costs of designing, permitting, and issuance of a request for proposals for the development of a new well on Country Road, including the payment of all other costs incidental and related thereto.

**ARTICLE 15. Route 110/Minot's Corner**

It was voted unanimously to DISMISS the following article:

*That the Town appropriate the sum of \$264,000 (TWO HUNDRED SIXTY FOUR THOUSAND DOLLARS) to be expended at the direction of Board of Selectmen, to pay the costs for the completion of the design of the Route 110 / Minot's Corner Intersection Project, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to Chapter 44 Section 7 (22) of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefor.*

It was then VOTED to take Article 29 out of order.

**ARTICLE 29. Stepinski Parcel**

It was VOTED unanimously that the town appropriate the sum of \$518,000 (FIVE HUNDRED EIGHTEEN THOUSAND DOLLARS) to be expended at the direction of the Water Commissioners, to pay a portion of the costs for the acquisition of the so-called "Stepinski property", including the payment of all other costs incidental and related thereto, said sum to supplement the appropriation made under Article 12 of the November 4, 2003 Special Town Meeting; and, further that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to Chapter 44 Section 7(3) of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefore; and, further said property is comprised of two parcels of land recorded at the Middlesex North Registry of Deeds at Book 7501, Page 237 and Book 11651, Page 092.

It was then VOTED to take Article 36 out of order.

**ARTICLE 36 Acquisition of the Franco American Club (by petition)**

It was VOTED that the Town authorize the Board of Selectmen to begin negotiations as soon as possible with the board of directors of the Franco American Club of Westford to determine an acceptable price for the Town to acquire the property at 55 West Prescott Street now owned by the Franco American Club being four acres more or less; and further that the Board of Selectmen present a plan to a Special Town Meeting in the Fall of 2008 that would recommend whether to utilize the building at 55 West Prescott Street for municipal use.

It was voted to AMEND the original motion by striking "the Town's senior center as an alternative to expanding the Cameron Senior Center on Pleasant Street" at the end of the motions and replacing it with "municipal use."

It was voted to AMEND the original motion by adding "recommend whether to" so that the language following the semicolon would read: "and further that the Board of Selectmen present a plan to a Special Town Meeting in the Fall of 2008 that would recommend whether to utilize the building . . ."



A motion was made and seconded to REMAND the article to the Permanent Town Building Committee. The motion FAILED for lack of majority.

# **ARTICLE 16 Community Preservation Committee Recommendations**

It was VOTED unanimously that the Town, pursuant to MGL Chapter 44B, in accordance with the recommendations of the Westford Community Preservation Committee, appropriate from Community Preservation Funds the sum of \$2,142,619 (TWO MILLION ONE HUNDRED FORTY TWO THOUSAND SIX HUNDRED NINETEEN DOLLARS) as follows:

\$ 1,000,000	From Undesignated Fund Balance  For the purchase of the so-called Stepinski parcel and any other related costs  This allocation more than covers the required 10% for Open Space	<i>Stepinski Land Acquisition Negotiating Team</i>
\$252,448	From Undesignated Fund Balance  To the Community Housing Reserve  This allocation more than covers the required 10% for Community Housing	<i>Community Housing Reserve</i>
\$252,448	From Undesignated Fund Balance  To the Historic Resources Reserve  This allocation more than covers the required 10% for Historic Resources	<i>Historic Resources Reserve</i>
\$433	From Historic Resources Reserve  For the Forge Millworkers Path Project and any other related costs	<i>Historical Commission/ Forge Village Improvement Association</i>
\$1,115	From Historic Resources Reserve  For the refurbishment of the Elizabeth J. Fisher Map of the United States and any other related costs	<i>Historical Commission / JV Fletcher Library</i>
\$2,335	From Historic Resources Reserve  For the refurbishment of the Walling's Map of Middlesex County and any other related costs	<i>Historical Commission/ JV Fletcher Library</i>
\$3,840	From Historic Resources Reserve  For the 2008 Town Records Preservation Project and any other related costs	<i>Historical Commission/ Records &amp; Archives Management Committee</i>

\$ 5,000	From Historic Resources Reserve  For the Town Farm Road Building Structural Engineering Services and any other related costs	<i>Historical Commission/ Westford Park &amp; Recreation Commission/Permanent Town Building Committee</i>
\$330,000	From Historic Resources Reserve  For the Cameron Senior Center Rehabilitation and Expansion Project and any other related costs	<i>Historical Commission/ Council on Aging/ Permanent Town Building Committee</i>
\$40,000	From Community Housing Reserve  For the due diligence costs of the proposed new 30 Rental Residences known as Stony Brook Phase II, including site boring and excavations, engineering plans to construction level, wildlife habitat investigations, project management and financing feasibility, backhoe and drilling, and any other related costs	<i>Westford Housing Authority</i>
\$240,000	From Community Housing Reserve  For the purchase & retro-fit of a Potential Group Home and any other related costs	<i>Affordable Housing Trust</i>
\$15,000	From Undesignated Fund Balance  For administrative expenses for the Community Preservation Committee	<i>Community Preservation Committee</i>

It was voted to take Article 20 out of order.

#### **ARTICLE 20 General Bylaw - Bylaw Review Committee**

It was VOTED unanimously that the Town amend Chapter 10 of the General Bylaws to clarify the scope of recommendations made by the Bylaw Review Committee, by amending §10.2.F which currently reads as,

**§10.2.F.** The Committee chair or some members of the Committee designated by the Committee shall report to the Town Meeting any recommendations the Committee considers appropriate with respect to any article in the Warrant that proposes an amendment or addition to the General Bylaws. The Moderator shall call upon the Committee for such report prior to the discussion or vote on such article.

To read as follows:

**§10.2.F.** The Committee chair or some members of the Committee designated by the Committee shall report to the Town Meeting its recommendation on any article in the Warrant that proposes an amendment or addition to the General Bylaws. The Committee's recommendation shall be based on the form and consistency of the proposed amendment or addition and on its placement in the General Bylaws. The Moderator shall call upon the Committee for such report prior to the discussion or vote on such article.

**ARTICLE 17 General Bylaw Review: Reports and Records**

It was VOTED unanimously that the Town amend Chapter 51 of the General Bylaws to make all reports and records to be presented for a vote at an Annual or Special Town Meeting available to the public, by inserting §51.1.E and §51.2.D, as follows:

**§51.1.E. Availability of Reports and Records Prior to Annual Town Meeting.** All reports and records to be voted on at an Annual Town Meeting must be made available to the public at least 14 days prior to Annual Town Meeting. The words “reports and records” shall mean any written or printed book or paper, or any photograph, microphotograph, map or plan.

1. Reports and records must be published on the Town's web site, and available in paper copy at the Town Clerk's office.
2. Nothing in this bylaw changes any existing reporting or notification requirements that may be established by other bylaws or Massachusetts General Law.

**§51.2.D. Availability of Reports and Records Prior to Special Town Meeting.** All reports and records to be voted on at a Special Town Meeting must be made available to the public at least 14 days prior to the meeting. The words “reports and records” shall mean any written or printed book or paper, or any photograph, microphotograph, map or plan.

1. Reports and Records must be published on the Town's web site, and available in paper copy at the Town Clerk's office.
2. Nothing in this bylaw changes any existing reporting or notification requirements that may be established by other bylaws or Massachusetts General Law.

**ARTICLE 18 General Bylaw - Stormwater Management**

It was VOTED unanimously that the Town adopt a Stormwater Management Bylaw as Chapter 147 of the General Bylaws, in order to require practices to control the flow of stormwater, erosion, and stormwater runoff from new and redeveloped construction sites into the Westford storm sewer system, in accordance with the Town's requirement under the National Pollutant Discharge Elimination System Phase II Stormwater Program, as part of the Clean Water Act, to read as follows:

**Chapter 147: Stormwater Management  
[Adopted May 10, 2008]**

**§ 147.1. Purpose.**

- A. Increased and contaminated stormwater runoff associated with developed land uses and the impacts of soil erosion and sedimentation are known to cause:
  - Impairment of water quality and flow in lakes, ponds, streams, rivers, wetlands, and groundwater;
  - Contamination of drinking water supplies;
  - Erosion of stream channels;
  - Alteration and destruction of aquatic and wildlife habitat;
  - Flooding; and



- Overloading or clogging of municipal storm drain systems.

B. The objectives of this bylaw are to require practices to control the flow of stormwater from new and redeveloped sites into the Westford storm sewer system in order to:

- Prevent pollutants from entering and discharging from the Westford municipal separate storm sewer system ;
- Control the volume and rate of stormwater runoff resulting from land disturbance activities;
- Ensure that soil erosion and sedimentation control measures and stormwater runoff control practices are incorporated into the site planning and design process;
- Prevent flooding;
- Promote infiltration and recharge of groundwater;
- Encourage the use of low impact development techniques such as reducing impervious cover and the preservation of green space and other natural areas, to the maximum extent practicable and allowable under Westford's Subdivision Rules and Regulations;
- Protect groundwater and surface water from degradation;
- Control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at a construction site;
- Ensure adequate operation and maintenance of structural stormwater best management practices so they work as designed, both long-term and during construction;
- Comply with state and federal statutes and regulations relating to stormwater discharges; and
- Establish Westford's legal authority to ensure compliance with the provisions of this bylaw through inspection, monitoring, and enforcement.

## § 147.2. Definitions.

The following definitions shall apply in the interpretation and enforcement of this bylaw:

**Alter** shall mean any activity, which will measurably change the ability of a ground surface area to absorb water or will change existing surface drainage. Alter may be similarly represented as "alteration of drainage characteristics," and "conducting land disturbance activities."

**Approval Not Required (ANR)** shall mean a plan of land that does not require approval under the Subdivision Control Law of Massachusetts (Massachusetts General Laws, chapter 41, sections 81K through 81GG).

**Common Plan** of development shall mean any announcement or piece of documentation (including a contract, public notice or hearing, advertisement, drawing, plan, or permit application, etc.) or physical demarcation (including boundary signs, lot stakes, surveyor marking, etc.) indicating imminent or future plans to disturb earth regardless of how many phases or how long it will take to complete. Under this bylaw, a facility is ***no longer considered a common plan*** if the following criteria are met:

- a) The original plan, including modifications, was substantially completed with less than one acre of the original common plan remaining (i.e., <1 acre of the common plan was not built out at the time); **and**

- b) There was a clearly identifiable period of time (2 years or more) where there was no ongoing construction, including meeting the criteria for final stabilization.

**Land Disturbance** shall mean any action that causes a change in the position, location, or arrangement of soil, sand, rock, gravel or similar earth material. See also ALTER.

**Low Impact Development Techniques** shall mean stormwater management practices that are modeled after natural hydrologic features. Low impact development techniques manage rainfall at the source using uniformly distributed decentralized micro-scale controls. Low impact development techniques use small cost-effective landscape features located at the lot level.

**Massachusetts Stormwater Management Standards** shall mean the requirements described in the Massachusetts Stormwater Handbook, as they may be amended from time to time, that address water quality (pollutants) and water quantity (flooding, low base flow and recharge) by establishing standards that require the implementation of a wide variety of stormwater management strategies. These strategies include environmentally sensitive site design and Low Impact Development techniques to minimize impervious surface and land disturbance, source control and pollution prevention, structural Best Management Practices, construction period erosion and sedimentation control, and the long-term operation and maintenance of stormwater management systems. The Stormwater Management Standards have been incorporated in the Wetlands Protection Act Regulations, 310 CMR 10.05(6) (k) and the Water Quality Certification Regulations, 314 CMR 9.06(6) (a).

**Municipal Separate Storm Sewer System (MS4) or Municipal Storm Drain System or Municipal Storm Sewer System** shall mean a conveyance or system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, municipal street, catch basins, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, ditch, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Westford.

**Nonpoint Source** shall mean any source from which pollution is discharged which is not identified as a point source, including, but not limited to urban, agricultural, or silvicultural runoff.

**Owner** shall mean a person with a legal or equitable interest in a property.

**Point Source** means any discernible, confined, and discrete conveyance, including but not limited to any pipe, ditch, channel, tunnel, conduit, well, discrete, fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural storm water runoff.

**Redevelopment** shall mean the development, replacement, rehabilitation, expansion, demolition or phased projects that disturb the ground surface or increase the impervious area on previously developed sites. Standards for Redevelopment only apply to those portions of the parcel that currently contain alteration by human activities. Redevelopment is further defined by Massachusetts Stormwater Management Standard 7.

**Stormwater Authority** shall mean the Town of Westford Planning Board. The Planning Board is responsible for coordinating the review, approval and permit process as defined in this bylaw. Other boards and/or departments participate in the review process as defined in Section 147.4 of this bylaw.

**Stormwater Best Management Practice (BMP)** shall mean a structural or nonstructural technique for managing stormwater to prevent or reduce nonpoint source pollutants from entering surface waters or ground waters. A structural stormwater best management practice includes a basin, discharge outlet, swale, rain garden, biofilter or other stormwater treatment practice or measure either alone or in combination including without limitation any discharge pipe, overflow pipe, conduit, weir control structure that: (a) is not naturally occurring; (b) is not designed as a wetland replication area; and (c) has been designed, constructed, and installed for the purpose of conveying, collecting, storing, discharging, recharging or treating stormwater. Nonstructural stormwater best management practices include source control and pollution prevention measures.

**Stormwater Management** shall mean the use of structural or non-structural practices that are designed to reduce stormwater runoff pollutant loads, discharge volumes, and/or peak flow discharge rates.

**Stormwater Management Permit** shall mean a permit issued by the Planning Board, after review of an application, plans, calculations, and other supporting documents, which is designed to protect the environment of the Town from the deleterious effects of uncontrolled and untreated stormwater runoff.

Additional terms that apply to issuance of a Stormwater Management Permit established by this bylaw shall be defined and included as part of the regulations promulgated and, from time to time, amended under section 147.5.B of this bylaw, a copy of which is available at the Planning Board and the office of the Town Clerk. Terms not defined in said regulations or pertinent statutes shall be construed according to their customary and usual meaning.

### § 147.3. Authority.

The Stormwater Management bylaw is hereby established in the Town of Westford, Massachusetts. This bylaw is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the Home Rule statutes, and pursuant to the rules and regulations of the federal Clean Water Act found at 40 CFR 122.34.

This bylaw shall take effect upon its approval by the Attorney General and publications as provided by Massachusetts General Laws chapter 40, section 32, provided however, that any continuous legally permitted activities in operation on that day may continue.

### § 147.4. Scope and Applicability.

- A. This bylaw shall be applicable to the following activities:
1. Any Subdivision as defined in the Massachusetts Subdivision Control Law (Massachusetts General Laws, chapter 41, sections 81K – 81GG) requiring a Definitive Plan;
  2. Any activities that result in a land disturbance of one acre or greater within the Town of Westford. Land disturbance shall mean any action that causes vegetation clearing (including tree cutting); or a change in the position, location, or arrangement of soil, sand, rock, gravel or similar earth material; and
  3. Any activities that result in a land disturbance less than one acre if the project is part of a larger common plan of development which will disturb one acre or more within the Town of Westford. Plans that do not require approval under the Subdivision Control Law, hereafter referred to as “Approval Not Required or ANR lots”, and meet one or more of the applicability criteria described herein are



subject to the provisions of this bylaw and shall obtain a Stormwater Management Permit.

B. Exemptions: No person who meets the applicability of this bylaw shall alter land within the Town of Westford without having obtained a **Stormwater Management Permit (SMP)** with the following exceptions:

1. Ground disturbances in the course of customary cemetery use and regular maintenance,
2. Maintenance of landscaping, gardens or lawn areas,
3. Normal maintenance and improvement of land in agricultural use as defined by the Wetlands Protection Act 310 CMR 10.04 and Massachusetts General Laws chapter 40A, section 3.
4. Any work or projects for which the required permit applications have been submitted to the Planning Board, Zoning Board of Appeals, and Conservation Commission before the effective date of this bylaw. For proposed Subdivisions, a Definitive Plan must have been submitted to be considered exempt from this bylaw.
5. Emergency repairs to any stormwater management facility or practice, such that the original design location, size, and technology remain the same, that poses a threat to public health or safety, or as deemed necessary by the Planning Board or its authorized agent.
6. Municipal roadway maintenance when conducted in accordance with an approved Stormwater Pollution Prevention Plan, prepared in accordance with the Stormwater Management regulations promulgated under Section 147.5.B of this bylaw, on file with the Planning Board.

C. Coordination with Other Town Permits.

1. No Town Earth Removal Permit, Order of Conditions from the Conservation Commission, Building Permit, Subdivision approval, Special Permit, variance or finding shall constitute compliance with this bylaw. For a project or activity that meets the Scope and Applicability of this bylaw, no work may commence until the site owner or his agent submits a complete Stormwater Management Permit application, the Planning Board issues a Stormwater Management Permit, and the site owner and responsible parties sign and certify that all land clearing, construction, and development will be done pursuant to the approved Plans and Permit.
2. This bylaw is not intended to interfere with, abrogate, or annul any other bylaw, rule or regulation, statute, or other provision of law. The requirements of this bylaw should be considered minimum requirements, and where any provision of this bylaw imposes restrictions different from those imposed by any other bylaw, rule or regulation, or other provision of law, whichever provisions are more restrictive or impose higher protective standards for human health or the environment shall take precedence.
3. In case of conflicting requirements, applicable state statutes and regulations shall be considered the more restrictive or more protective of human health and the environment, and shall take precedence over the Westford Stormwater Management bylaw and the regulations promulgated thereunder. These state statutes and

regulations include, but are not limited to, the following documents: the Massachusetts Wetlands Protection Act, the Massachusetts Rivers Act, the Massachusetts Watershed Protection Act, and the Massachusetts Stormwater Management Standards, as amended.

**§ 147.5. Administration.**

- A. Stormwater Authority. The Planning Board is hereby designated as the Stormwater Authority. The Planning Board, or its agent, shall administer, implement and enforce this bylaw. The Planning Board may appoint the Conservation Agent, Town Engineer, or qualified professional to act as its authorized agent for site inspections and to advise the Planning Board.
- B. Stormwater Regulations. The Planning Board may adopt, and periodically amend, rules and regulations relating to the terms, conditions, definitions, enforcement, fees (including application, clerical, inspection, and/or consultant fees), procedures and administration of this Stormwater Management bylaw after conducting a public hearing to receive comments on any proposed revisions. Such hearing dates shall be advertised in a newspaper of general local circulation at least fourteen (14) days prior to the hearing date. After public notice and public hearing, the Planning Board may promulgate rules and regulations to effectuate the purposes of this bylaw. Failure of the Planning Board to promulgate such rules and regulations, or a legal declaration of their invalidity by a court, shall not act to suspend or invalidate the effect of this bylaw.
- C. Stormwater Management Manual. The Planning Board will utilize the Massachusetts Stormwater Management Handbook, as amended from time to time, for criteria and information including specifications and standards for the execution of the provisions of this bylaw. These include a list of acceptable stormwater treatment practices, with specific design criteria for each. Unless specifically altered in this Stormwater Management bylaw and regulations, stormwater management practices that are designed, constructed, and maintained in accordance with the Massachusetts Stormwater Management Standards and design and sizing criteria in the Stormwater Management Handbook shall be presumed by the Planning Board to be protective of Massachusetts water quality standards.
- D. Actions by the Planning Board. The Planning Board may take any of the following actions as a result of an application for a Stormwater Management Permit as more specifically defined as part of the regulations promulgated as part of this bylaw: Approval, Approval with Conditions, Disapproval, or Disapproval without Prejudice.
- E. Appeals of Action by the Planning Board. The decisions or orders of the Planning Board shall be final. Further relief shall be to a court of competent jurisdiction.

**§ 147.6. Permit Procedures.**

Permit procedures and requirements, including permit submittals, right-of-entry, fee schedule, and public hearing process, shall be defined and included as part of the regulations promulgated under section 147.5.B of this bylaw.

**§ 147.7. Performance Standards.**

Criteria for erosion and sediment control and post-construction stormwater management, including stormwater performance standards, shall be defined and included as part of the regulations promulgated under section 147.5.B of this bylaw.

#### § 147.8. Waivers.

- A. The Planning Board may in its discretion and after due consideration decide to waive and exempt strict compliance with any requirement of the Town of Westford Stormwater Management bylaw or the regulations promulgated hereunder, where it makes a written finding that such action is:
  1. Allowed by federal, state and local statutes and/or regulations;
  2. In the public interest; and
  3. Consistent with the purpose and intent of the Town of Westford Stormwater Management bylaw and its regulations.
- B. Criteria for granting a waiver shall be defined and included as part of the regulations promulgated under section 147.5.B of this bylaw.

#### § 147.9. Enforcement.

The Planning Board or its authorized agent shall enforce this bylaw and resulting regulations, orders, violation notices, and enforcement orders, and may pursue all criminal and civil remedies, including injunctive relief and monetary damages and costs of litigation and attorney fees, for such violations and for abatement and mitigation and compliance actions taken by the Planning Board. As an alternative to criminal prosecution or civil action, the Planning Board may elect to utilize the non-criminal disposition procedure set forth in Massachusetts General Laws Ch. 40, §21D and the Town of Westford General Bylaws Chapter 1.2 A in which case the Planning Board shall be the enforcing person. To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Planning Board's agents, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this bylaw and may make or cause to be made such examinations, surveys or sampling as the Planning Board deems reasonably necessary to determine compliance with a permit issued under this bylaw. Enforcement shall be further defined and included as part of the regulations promulgated under section 147.5.B of this bylaw.

#### § 147.10. Severability.

**The invalidity of any section, provision, paragraph, sentence, or clause of this bylaw shall not invalidate any section, provision, paragraph, sentence, or clause thereof, nor shall it invalidate any permit or determination that previously has been issued.**

It was voted to AMEND the original motion as follows:

- Change the chapter number "176" to "147"
- Change "LID" to "Low Impact Development" in section 147.2 under the definition for Massachusetts Stormwater Management Standards
- Change the word "affects" to "effects" in section 147.2 under the definition for Stormwater Management Permit
- Change "G.L" to "Massachusetts General Laws" in section 147.9.

#### **ARTICLE 19 General Bylaw - Discharges to the Municipal Storm Drain System**

It was VOTED that the Town adopt a Discharges to the Municipal Storm Drain System Bylaw as Chapter 82 of the General Bylaws, in order to eliminate and prevent pollution from entering the Town's storm sewer system by regulating illicit connections and discharges, in accordance with the Town's requirement under the National Pollutant Discharge Elimination System Phase II Stormwater Program, as part of the Clean Water Act, to read as follows:



**Chapter 82: Discharges to the Municipal Storm Drain System**  
**[Adopted May 10, 2008]**

**§ 82.1. Purpose.**

- A. Increased and contaminated stormwater runoff is a major cause of impairment of water quality and flow in lakes, ponds, streams, rivers, wetlands and groundwater; contamination of drinking water supplies; alteration or destruction of aquatic and wildlife habitat; and flooding.
- B. Regulation of illicit connections and discharges to the municipal storm drain system is necessary for the protection of the Town of Westford's water bodies and groundwater, and to safeguard the public health, safety, welfare and the environment.
- C. The objectives of this bylaw are:
  - 1. to prevent pollutants from entering the Town of Westford's municipal separate storm sewer system;
  - 2. to prohibit illicit connections and unauthorized discharges to the municipal separate storm sewer system;
  - 3. to require the removal of all such illicit connections;
  - 4. to comply with state and federal statutes and regulations relating to stormwater discharges; and
  - 5. to establish the legal authority to ensure compliance with the provisions of this bylaw through inspection, monitoring, and enforcement.

**§ 82.2. Definitions.**

The following definitions shall apply in the interpretation and enforcement of this bylaw. Terms not defined herein shall be construed according to their customary and usual meaning.

**Authorized Enforcement Agency** shall mean the Board of Health, its employees or agents designated to enforce this bylaw.

**Clean Water Act** shall mean the Federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.) as hereafter amended.

**Discharge of Pollutants** shall mean the addition from any source of any pollutant or combination of pollutants into the municipal storm drain system or into the waters of the United States or Commonwealth from any source.

**Facility or Operation** shall mean any business, establishment, or performance of work that uses, generates, or handles material that is considered a pollutant.

**Groundwater** shall mean water below the land surface in a saturated zone, including perched groundwater.

**Illicit Connection** shall mean a surface or subsurface drain or conveyance, which allows an illicit discharge into the municipal storm drain system, including without limitation sewage, process wastewater, or wash water and any connections from indoor drains, sinks, or toilets, regardless of whether said connection was previously allowed, permitted, or approved before the effective date of this bylaw.

**Illicit Discharge** shall mean a direct or indirect discharge to the municipal storm drain system that is not composed entirely of stormwater, except as exempted in Section 82.8.

**Municipal Separate Storm Sewer System (MS4) or Municipal Storm Drain System or Municipal Storm Sewer System** shall mean a conveyance or system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage

system, municipal street, catch basins, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, ditch, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Westford.

**National Pollutant Discharge Elimination System (NPDES) Storm Water Discharge Permit** shall mean a permit issued by United States Environmental Protection Agency or jointly with the State that authorizes the discharge of pollutants to waters of the United States.

**Nonpoint Source** shall mean any source from which pollution is discharged which is not identified as a point source, including, but not limited to urban, agricultural, or silvicultural runoff.

**Non-Stormwater Discharge** shall mean a discharge to the municipal storm drain system not composed entirely of stormwater.

**Perched Groundwater** shall mean groundwater occurring when water, infiltrating the soil from above, reaches an underlying layer of impervious or relatively impervious soil that restricts its downward movement. Perched water can result from heavy rainfall and then disappear in a matter of hours, or the water may remain for months.

**Person** shall mean an individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

**Point Source** means any discernible, confined, and discrete conveyance, including but not limited to any pipe, ditch, channel, tunnel, conduit, well, discrete, fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural storm water runoff.

**Pollutant** shall mean any element or property of sewage, agricultural, industrial or commercial waste, runoff, leachate, heated effluent, or other matter whether originating at a point or nonpoint source, that is or may be introduced into any sewage treatment works or waters of the Commonwealth. Pollutants shall include without limitation:

- a. paints, varnishes, and solvents;
- b. oil and other automotive fluids;
- c. non-hazardous liquid and solid wastes and yard wastes;
- d. refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordnances, accumulations and floatables;
- e. pesticides, herbicides, and fertilizers;
- f. hazardous materials and wastes;
- g. sewage, fecal coliform and pathogens;
- h. dissolved and particulate metals;
- i. animal wastes;
- j. rock, sand, salt, soils with the exception of winter salting and sanding in quantities that will not clog or otherwise impair the performance of stormwater conveyances;
- k. construction wastes and residues; and
- l. noxious or offensive matter of any kind.

**Process Wastewater** shall mean water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any material, intermediate product, finished product, or waste product.

**Recharge** shall mean the process by which groundwater is replenished by precipitation through the percolation of runoff and surface water through the soil.

**Riparian Habitat** shall mean the aquatic and terrestrial environment where a plant or animal naturally or normally lives and grows adjacent to streams, lakes, or other waterways.

**Stormwater** shall mean storm water runoff, snow melt runoff, and surface water runoff and drainage.

**Stormwater Best Management Practice** shall mean a structural or nonstructural technique for managing stormwater to prevent or reduce non-point source pollutants from entering surface waters or ground waters. A structural stormwater best management practice includes a basin, discharge outlet, swale, rain garden, biofilter or other stormwater treatment practice or measure either alone or in combination including without limitation any discharge pipe, overflow pipe, conduit, weir control structure that: (a) is not naturally occurring; (b) is not designed as a wetland replication area; and (c) has been designed, constructed, and installed for the purpose of conveying, collecting, storing, discharging, recharging or treating stormwater. Nonstructural stormwater best management practices include source control and pollution prevention measures.

**Surface Water Discharge Permit** shall mean a permit issued by the Department of Environmental Protection pursuant to 314 CMR 3.00 that authorizes the discharge of pollutants to waters of the Commonwealth of Massachusetts.

**Toxic or Hazardous Material or Waste** shall mean any material, which because of its quantity, concentration, chemical, corrosive, flammable, reactive, toxic, infectious or radioactive characteristics, either separately or in combination with any substance or substances, constitutes a present or potential threat to human health, safety, welfare, or to the environment. Toxic or hazardous materials include any synthetic organic chemical, petroleum product, heavy metal, radioactive or infectious waste, acid and alkali, and any substance defined as Toxic or Hazardous under Massachusetts General Laws chapters 21C and 21E, and the regulations at 310 CMR 30.000 and 310 CMR 40.0000.

**Watercourse** shall mean a natural or man-made channel through which water flows or a stream of water, including a river, brook or underground stream.

**Waters of the Commonwealth** shall mean all waters within the jurisdiction of the Commonwealth, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, wetlands, and groundwater.

**Wastewater** shall mean any sanitary waste, sludge, or septic tank or cesspool overflow, and water that during manufacturing, cleaning or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct or waste product.

### § 82.3. Applicability.

- A. This bylaw shall apply to flows entering the municipal separate storm sewer system.
- B. This bylaw is not intended to interfere with, abrogate, or annul any other bylaw, rule or regulation, statute, or other provision of law. The requirements of this bylaw should be considered minimum requirements, and where any provision of this bylaw imposes restrictions different from those imposed by any other bylaw, rule or regulation, or other provision of law, whichever provisions are more restrictive or impose higher protective standards for human health or the environment shall take precedence.

### § 82.4. Authority.

This bylaw is adopted under the authority granted by the Home Rule Amendment of the Massachusetts Constitution and the Home Rule Procedures Act, and pursuant to the regulations of the federal Clean Water Act found at 40 CFR 122.34.



**§ 82.5. Responsibility For Administration.**

The Board of Health shall administer, implement and enforce this bylaw. Any powers granted to or duties imposed upon the Board of Health may be delegated in writing by the Board of Health to employees or agents of the Board of Health.

**§ 82.6. Regulations.**

The Board of Health may promulgate rules and regulations to effectuate the purposes of this bylaw. Failure by the Board of Health to promulgate such rules and regulations shall not have the effect of suspending or invalidating this bylaw.

**§ 82.7. Prohibited Activities.**

- A. Illicit Discharges. No person shall dump, discharge, cause or allow to be discharged any pollutant or non-stormwater discharge into the municipal separate storm sewer system, into a watercourse, or into the waters of the Commonwealth.
- B. Illicit Connections. No person shall construct, use, allow, maintain or continue any illicit connection to the municipal storm drain system, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.
- C. Obstruction of Municipal Storm Drain System. No person shall obstruct or interfere with the normal flow of stormwater into or out of the municipal storm drain system without prior written approval from the Board of Health.

**§ 82.8. Exemptions.**

- A. Discharge or flow resulting from fire fighting activities.
- B. The following non-stormwater discharges or flows are exempt from the prohibition of non-stormwaters provided that the source is not a significant contributor of a pollutant to the municipal storm drain system:
  - 1. Waterline flushing;
  - 2. Flow from potable water sources;
  - 3. Springs;
  - 4. Natural flow from riparian habitats and wetlands;
  - 5. Diverted stream flow;
  - 6. Rising groundwater;
  - 7. Uncontaminated groundwater infiltration as defined in 40 CFR 35.2005(20), or uncontaminated pumped groundwater;
  - 8. Water from exterior foundation drains, footing drains (not including active groundwater dewatering systems), crawl space pumps, or air conditioning condensation;
  - 9. Discharge from landscape irrigation or lawn watering;
  - 10. Water from individual residential vehicle washing;
  - 11. Discharge from dechlorinated swimming pool water (less than one ppm chlorine) provided the water is allowed to stand for one week prior to draining and the pool is drained in such a way as not to cause a nuisance;
  - 12. Discharge from street sweeping;

13. Dye testing, provided verbal notification is given to the Board of Health prior to the time of the test;
14. Non-stormwater discharge permitted under an National Pollutant Discharge Elimination System permit or a Surface Water Discharge Permit, waiver, or waste discharge order administered under the authority of the United States Environmental Protection Agency or the Massachusetts Department of Environmental Protection, provided that the discharge is in full compliance with the requirements of the permit, waiver, or order and applicable laws and regulations; and
15. Discharge for which advanced written approval is received from the Board of Health as necessary to protect public health, safety, welfare or the environment.

#### **§ 82.9. Emergency Suspension of Storm Drainage System Access.**

The Board of Health may suspend municipal storm drain system access to any person or property without prior written notice when such suspension is necessary to stop an actual or threatened discharge of pollutants that presents imminent risk of harm to the public health, safety, welfare or the environment. In the event any person fails to comply with an emergency suspension order, the Board of Health may take all reasonable steps to prevent or minimize harm to the public health, safety, welfare or the environment.

#### **§ 82.10. Notification of Spills.**

Notwithstanding other requirements of local, state or federal law, as soon as a person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of or suspects a release of materials at that facility or operation resulting in or which may result in discharge of pollutants to the municipal drainage system or waters of the Commonwealth, the person shall take all necessary steps to ensure containment, and cleanup of the release. In the event of a release of oil or hazardous materials, the person shall immediately notify the municipal fire and police departments and the Board of Health and the Engineering Department. In the event of a release of non-hazardous material, the reporting person shall notify the Board of Health no later than the next business day. The reporting person shall provide to the Board of Health written confirmation of all telephone, facsimile or in-person notifications within three business days thereafter. If the discharge of prohibited materials is from a commercial or industrial facility, the facility owner or operator of the facility shall retain on-site a written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

#### **§ 82.11. Enforcement.**

- A. The Board of Health or an authorized agent of the Board of Health shall enforce this bylaw, regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations.
- B. Civil Relief. If a person violates the provisions of this bylaw, regulations, permit, notice, or order issued thereunder, the Board of Health may seek injunctive relief in a court of competent jurisdiction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.
- C. Orders. The Board of Health or an authorized agent of the Board of Health may issue a written order to enforce the provisions of this bylaw or the regulations thereunder, which may include:
  1. elimination of illicit connections or discharges to the municipal separate storm sewer system;

2. performance of monitoring, analyses, and reporting;
  3. that unlawful discharges, practices, or operations shall cease and desist; and
  4. remediation of contamination in connection therewith.
- D. If the enforcing person determines that abatement or remediation of contamination is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator fail to abate or perform remediation within the specified deadline, the Town of Westford may, at its option, undertake such work, and expenses thereof shall be charged to the violator.
- E. Within thirty (30) days after completing all measures necessary to abate the violation or to perform remediation, the violator and the property owner will be notified of the costs incurred by the Town of Westford, including administrative costs. The violator may file a written protest objecting to the amount or basis of costs with the Board of Health within thirty (30) days of receipt of the notification of the costs incurred. If the amount due is not received by the expiration of the time in which to file a protest or within thirty (30) days following a decision of the Board of Health affirming or reducing the costs, or from a final decision of a court of competent jurisdiction, the costs shall become a special assessment against the violator and shall constitute a lien on the violator's property for the amount of said costs. Interest shall begin to accrue on any unpaid costs at the statutory rate provided in Massachusetts General Laws chapter 59, section 57, after the thirty-first day at which the costs first become due.
- F. Criminal Penalty. Any person who violates any provision of this bylaw, regulation, order or permit issued thereunder, shall be punished by a fine of not more than \$300.00, excluding the cost of damages. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.
- G. Non-Criminal Disposition. As an alternative to criminal prosecution or civil action, the Town of Westford may elect to utilize the non-criminal disposition procedure set forth in Massachusetts General Laws chapter 40, section 21D, and the Town of Westford General Bylaws Chapter 1.2 A in which case the Board of Health or its authorized agent shall be the enforcing person. The penalty for the 1<sup>st</sup> violation shall be \$100.00. The penalty for the 2<sup>nd</sup> violation shall be \$200.00. The penalty for the 3<sup>rd</sup> and subsequent violations shall be \$300.00. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.
- H. Entry to Perform Duties Under this Bylaw. To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Board of Health, its agents, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this bylaw and regulations and may make or cause to be made such examinations, surveys or sampling as the Board of Health deems reasonably necessary.
- I. Appeals. The decisions or orders of the Board of Health shall be final. Further relief shall be to a court of competent jurisdiction.
- J. Remedies Not Exclusive. The remedies listed in this bylaw are not exclusive of any other remedies available under any applicable federal, state or local law.

#### **§ 82.12. Severability.**

The provisions of this bylaw are hereby declared to be severable. If any provision, paragraph, sentence, or clause, of this bylaw or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this bylaw.



### § 82.13. Transitional Provisions.

Residential property owners shall have 180 days from the effective date of the bylaw to comply with its provisions provided good cause is shown for the failure to comply with the bylaw during that period.

It was voted to AMEND the original motion as follows:

- Change the chapter number “177” to “82”
- Change “Pollutant” to “pollutant” in section 82.2 under the definition of Facility of Operation
- In section 82.2, add the following definition immediately following the definition for Non-Stormwater Discharge:
  - “**Perched Groundwater** shall mean groundwater occurring when water, infiltrating the soil from above, reaches an underlying layer of impervious or relatively impervious soil that restricts its downward movement. Perched water can result from heavy rainfall and then disappear in a matter of hours, or the water may remain for months.”
- Insert the word “Massachusetts” in front of “Department of Environmental Protection” in Section 82.8.B.14, Exemptions.
- Replace the two references to “Authorized Enforcement Agency” with “Board of Health” in section 82.10 Notification of Spills.

Article 20 was taken out of order following Article 16.

Articles 21 and 22 were taken out of order following Article 9.

### ARTICLE 23: Special Act Relative to Voter Information

A motion was made and seconded but the following article FAILED to pass due to lack of majority:

*That the Town authorize the Board of Selectmen to file special legislation with the General Court in the following form:*

*“An Act authorizing the Town of Westford to send certain information to registered voters in the Town of Westford.*

*Be enacted by the Senate and the House of Representatives in General Court assembled, and by the authority of the same as follows.*

#### *Section 1*

- (a) *Notwithstanding the provisions of section twenty-two A of Chapter 55 of the General Laws or any other general or special law to the contrary, the Board of Selectmen of the Town of Westford shall, at least seven days before any election at which a question, other than a question on the ballot pursuant to section eighteen A of Chapter 53, shall be submitted solely to the voters of the Town of Westford, cause to be printed and sent to each residence of one or more voters whose name appears on the latest voting list for said town and make available at each polling place ( 1) the full text of each question, (2) a fair and concise summary of each question including a one sentence statement describing the effect of a yes or no vote, prepared by Town Counsel and (3) arguments for and against such question as provided in paragraphs (b) and (c) of the section.*
- (b) *No argument shall contain more than two hundred and fifty words. Said Board of Selectmen or, at its request, the Town Counsel shall seek such written arguments from the principal proponents and opponents of each such question. The Board of Selectmen shall designate a date by which written arguments must be received in a written notice to the principal proponents and opponents. Said notice must be issued at least 14 days before the date by which written arguments must be received.*

- (c) *For the purposes of this section, the principal proponents and opponents of any such question shall be those persons determined by the Board of Selectmen to be best able to present the arguments for and against such question. The principal proponents or opponents of such a question may include a town or district officer or committee and the principal proponents may include the first ten signers or a majority of the first ten signers of any petition initiating the placement of such question on the ballot. In determining the principal proponents and opponents of such a question, the Board of Selectmen shall contact each ballot question committee, if any, as defined in section one of Chapter 55 of the General Laws, organized specifically to influence the outcome of the vote on such question. If no argument is received by the Selectmen within the time allowed by this section, the Town Counsel shall prepare such argument.*
- (d) *All arguments filed with the Board of Selectmen pursuant to this section and the summary prepared pursuant to paragraph (a) of this section, shall be open to public inspection at the office of Town Clerk of the Town of Westford and, if the vote affects a district, the arguments and summary shall be open to public inspection at the office of the clerk of each city or town within the jurisdiction of the district.*

## Section 2

*This special act shall apply to dissemination of the informational material as provided by the terms of the Act where the question presented involves the regional district of which the Town of Westford is a member or involves a joint undertaking by the Town of Westford and any one or more cities or towns.*

## Section 3

*This Act shall take effect upon its passage."*

### **ARTICLE 24: Allie Lane (from station 0+00 to end) & Lindsey Lane (from station 0+00 to 8+40.29)**

It was voted unanimously to allow the petitioners to WITHDRAW the following article:

*That the Town, pursuant to MGL Chapter 82, Section 21, accept Lindsey Lane (approximately 680 feet long) and a portion of Allie Lane (approximately 840 feet long (beginning at Groton Road for a distance of 840 feet)) as town public ways as shown by the report and plan duly filed with the Town Clerk and to authorize the Board of Selectmen to accept the deed to the Town of the said ways.*

Article 25 was taken out of order following the Consent Agenda.

### **ARTICLE 26: Alcorn Crossing**

It was VOTED unanimously that the Town, pursuant to MGL Chapter 82, Section 21, accept Alcorn Crossing (approximately 2,220 feet) as a town public way and to authorize the Board of Selectmen to accept the deed to the Town of the said way.

Article 27 was taken out of order following Article 2.

### **ARTICLE 28: Rezone to Commercial Highway Map 5 Parcels 5, 6 & 7 (by petition)**

It was VOTED by a two-thirds counted majority (ayes: 113, nays: 42) that the Town re-zone the following parcels located in the Town of Westford to Commercial Highway (CH): Map 5 Parcel 5, Map 5 Parcel 6, and Map 5 Parcel 7.

Article 29 was taken out of order following Article 15.

### **ARTICLE 30: Easement at Routes 27/225 Bruce Freeman Rail Trail**

It was voted unanimously to DISMISS the following article:

*That the Town authorize the Board of Selectmen to acquire by gift, purchase or eminent domain certain rights in fee or by easement on properties located along Route 27 and Route*

*225 from the Carlisle Town line to the intersection of Routes 27 and 225 and inclusive of any parcels that are within 500 feet of the centerline of the rail bed right-of-way centerline, including, obtaining permanent roadway, sidewalk, rail trail, and utility easements, for the purposes of construction and maintenance of roadway, sidewalk, rail trail and utilities along the rail bed and at the intersection of Routes 27 and 225.*

**ARTICLE 31: Easements for South Chelmsford Road Sidewalk**

It was VOTED by a two-thirds declared majority that the Town authorize the Board of Selectmen to acquire by gift, purchase or eminent domain certain rights in fee or by easement on properties located along South Chelmsford Road from the Chelmsford Town line to the intersection of South Chelmsford Road and Southgate Road, including obtaining permanent sidewalk and utility easements, for the purposes of construction and maintenance of a sidewalk and utilities on South Chelmsford Road.

**ARTICLE 32: Easements at Flagg Road / Forge Village Road**

It was VOTED by a two-thirds declared majority that the Town authorize the Board of Selectmen to acquire by gift, purchase or eminent domain the following rights on a property located at 3 Forge Village Road (Map 21 Parcel 34), including obtaining permanent roadway easements, for the purposes of construction, reconstruction, and maintenance of roadway, utilities, and retaining walls on Forge Village Road.

**ARTICLE 33: Authorization of Lease at Frances Hill Road Property**

It was VOTED that the Town authorize the Board of Water Commissioners, pursuant to Mass. Gen. Laws c. 40, §§ 3 and 4 to enter into a lease for certain Town of Westford owned property in the care, control and custody of the Board of Water Commissioners, at Frances Hill Road off of Hunt Road identified as Westford Assessors Map 33, Parcel 17; said lease to be for the purpose of constructing and maintaining a telecommunications facility on the existing water storage tank on said property as well as for access to and from said storage tank and for constructing and maintaining utilities appurtenant to the telecommunications facility; said lease to be awarded pursuant to a Request for Proposals and to be upon such terms and for such length of time as the Board of Water Commissioners deems proper.

**ARTICLE 34: Intermunicipal Agreement to Acquire, Design and Construct the Bruce Freeman Rail Trail**

It was VOTED unanimously that the Town, in accordance with MGL Chapter 40, Section 4A, authorize the Board of Selectmen or the Town Manager to enter into an intermunicipal agreement with any or all of the Towns of Carlisle and Acton, or any governmental unit thereof, for a term not to exceed twenty-five years, and to include an amount setting forth the maximum financial liability of the Town in accordance with the intermunicipal agreement, to be entered into for the purposes of acquisition, design and construction of the Bruce Freeman Rail Trail.

**ARTICLE 35: Transfer Care, Custody and Control of Town Farm Road Building to Board of Selectmen**

It was VOTED unanimously that the Town, pursuant to MGL Chapter 40, Section 15A, transfer the care, custody and control of the land and building, known commonly as, the former School Department Administration Building, from the School Committee to the Board of Selectmen.

Article 36 was taken out of order following Article 29.

Article 37 was taken up as part of the Consent Agenda following Article 4.

It was voted to adjourn the 279<sup>th</sup> Annual Town Meeting at 5:35 pm.

A True Record: Attest  
Kaari Mai Tari

Town Clerk



# Special Town Meeting Minutes - October 20, 2008

At a legal meeting of the inhabitants of the Town of Westford, qualified by law to vote in Town affairs, held at the Abbot School on Monday, October 20, 2008, called to commence at 7:30 pm, the following business was transacted:

Election officers, using voting lists, acted as tellers at the doors. Two hundred three voters were in attendance as the meeting began.

Ellen Harde, Town Moderator, declared that a quorum was present and called the meeting to order at 7:40 pm.

It was voted unanimously to allow Town employees and consultants who are not residents to address this meeting.

It was voted unanimously to waive the reading of the motions accepting the written motions filed with the Town Clerk as the official motions.

The Moderator announced that the revised League of Women Voter's Guide to Town Meeting in Westford is now available and noted with good humor that the turnout was favorable for Mickey Crocker's 80<sup>th</sup> birthday, for which Mrs. Crocker received an ovation.

## **Article 1: FY2009 Supplemental Appropriations**

Following positive votes for appropriations to Finance Committee reserve fund and Westford public school, it was voted to TABLE the vote on Town Hall expenses until after Article 8 had been decided.

## **Article 2: FY 2009 Budget Transfers**

It was VOTED that the Town transfer the sum of \$30,000 (THIRTY THOUSAND DOLLARS) from and to the following Fiscal Year 2009 accounts:

from:	Dept. 170	Permitting, Personal Services
to:	Dept. 170	Permitting, Expenses

## **Article 3: Appropriation to Capital Stabilization Fund**

It was voted by a two-thirds declared majority that the Town raise and appropriate the sum of \$100,000 (ONE HUNDRED THOUSAND DOLLARS) to a Capital Stabilization Fund in accordance with the provisions of Massachusetts General Laws Chapter 40 Section 5B for the specific purpose of providing funding for future capital costs.

## **Article 4: Hillside Reduce Amount Raised by Taxes in Fiscal Year 2009**

It was voted to TABLE discussion until after Article 1 has been acted on.

## **Article 5: Authorization of Debt for Senior Center Renovations and Construction**

It was voted to DISMISS the following article and defer to the May 9, 2009 Annual Town Meeting.

That the Town hereby appropriates the sum of \$6,000,000 (SIX MILLION DOLLARS) to be expended under the direction of the Board of Selectmen to pay costs of renovations and / or an addition to the current Cameron Senior Center and any other related costs; and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to Massachusetts General Laws Chapter 44, Sections 7(3) and 7 (3A), or pursuant to any other enabling authority, and to issue bonds and notes of the Town therefor, said appropriation to be excluded from the provisions of proposition two and one half (2 ½) so called.

**Article 6: Development of Site 7, Country Road Well Replacement**

It was VOTED by a two-thirds declared majority that the Town hereby appropriates the sum of \$750,000 (SEVEN HUNDRED FIFTY THOUSAND DOLLARS) to be expended at the direction of the Water Commissioners, to pay costs of developing a replacement well at Country Road, including the payment of all other costs incidental and related thereto, and that to meet this appropriation the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to Massachusetts General Laws Chapter 44 Section 8, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

**Article 7: Installation of Water Main on Route 40**

It was VOTED by a two-thirds majority that the Town hereby appropriates the sum of \$640,000.00 (SIX HUNDRED FORTY THOUSAND DOLLARS), for the purpose of installing a water main on Route 40 including the payment of costs incidental and related thereto and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to Massachusetts General Laws Chapter 44, Section 8, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; and that the Town is hereby authorized to accept funding through a loan program of the Massachusetts Water Pollution Abatement Trust, and that, the Board of Selectmen is hereby authorize d to acquire by gift, purchase or eminent domain certain rights in fee or by easement on properties located at 97 Groton Road (Map 35 Parcel 104) and 95 Groton Road (Map 34 Parcel 25-2) for the purpose of obtaining secure permanent or temporary water easements, for the construction and maintenance of water main and services on Groton Road.

A MOTION was made and seconded to strike “or eminent domain” and insert the word “or” between the words “gift” and “purchase,” eliminating the comma. The motion FAILED for lack of majority.

A MOTION was made and seconded to add the sentence “Construction pertaining to this expenditure will utilize civilian traffic flaggers” to the end of the motion. The motion was WITHDRAWN then REINTRODUCED and FAILED for lack of majority.

**Article 8: Community Preservation Committee Recommendations**

A MOTION was made and seconded and the original motion was amended by a majority vote. As a call for the vote was being made, the quorum was questioned.

A quorum count showed that 174 voters were in attendance, 26 voters shy of the 200 voter quorum required to continue with town meeting business.

At 9:33 pm it was voted to adjourn to Monday, October 27<sup>th</sup> at 7:00 pm.

# Special Town Meeting Minutes, Adjourned Session - October 27, 2008

Election officers, using voting lists, acted as tellers at the doors. Two hundred voters were present as the meeting resumed.

Ellen Harde, Town Moderator, declared that a quorum was present and called the meeting to order at 7:15 pm.

## Article 8: Community Preservation Committee Recommendations

It was VOTED that the Town, pursuant to MGL Chapter 44B, in accordance with the recommendations of the Westford Community Preservation Committee, appropriate by transfer from Community Preservation Funds the sum of \$169,600.00 (ONE HUNDRED SIXTY NINE THOUSAND SIX HUNDRED DOLLARS) as follows:

\$169,600 for the historic portion of the design, engineering and providing of detailed costs estimated for the rehabilitation, preservation and /or upgrade to the current Town Hall and any other related costs from the Undesignated Fund Balance.

A MOTION was made and seconded to RECONSIDER the vote under Article 8 because debate was ended prematurely. Because the voter who made the motion was not on the prevailing side of the question, the motion was declared to be INVALID.

It was VOTED to take Article 1 off the table.

## Article 1: FY2009 Supplemental Appropriations

It was VOTED that the Town raise and appropriate the sum of \$572,200 (FIVE HUNDRED SEVENTY TWO THOUSAND TWO HUNDRED DOLLARS) in order to supplement the following Fiscal Year 2009 Operating Budgets:

Dept. 131 Finance Committee, Reserve Fund	\$ 500,000*
Dept. 192 Town Hall, Expenses	\$ 31,200
Dept 300 Westford Public Schools	\$ 41,000

It was VOTED to take Article 4 off the table.

## Article 4: Reduce Amount Raised by Taxes in Fiscal Year 2009

It was VOTED that the Town transfer the following available funds to reduce the net amount to be raised by taxes for Fiscal Year 2009:

\$ 48,108.37	From Fund Balance Designated for Debt Service
\$ 318,664.74	From Fund Balance Designated for Debt Exclusion Reduction
\$2,714,499.60	From Free Cash*

## Article 9: Engineering and Design of Town Hall Renovation and Addition

It was VOTED to dismiss the Article because the funds were appropriated for the same purpose under Article 8.



**Article 10: Trench Safety Regulations – Designation of Permitting Authority**

It was VOTED that the Town, pursuant to Massachusetts General Laws, Chapter 82A, Section 2, designate the Board of Selectmen as the means by which the Town shall designate the Board or Officer to issue permits for the purpose of making a trench excavation, as set out in Massachusetts General Laws, Chapter 82A, Section 4 and 520 CMR 14.00, and to perform any obligations pursuant to the terms of said statute and regulations.

**Article 11: Lindsey Lane (from station 0+00 to end) and Allie Lane (from station 0+00 to 8+40.29)**

It was VOTED unanimously that the Town, pursuant to Massachusetts General Laws Chapter 82, Section 21, accept Lindsey Lane (approximately 680 feet long) and a portion of Allie Lane (beginning at Groton Road for a distance of 840 feet) as town public ways as shown by the report and plan duly filed with the Town Clerk and to authorize the Board of Selectmen to accept the deed to the Town of the said ways.

**Article 12: Stepinski Parcel Subdivision, Change of use and Transfer Plan**

It was VOTED by a clear two-thirds declared majority that the Town authorize the Board of Selectmen to subdivide, change the use, and transfer portions of the so-called Stepinski property, pursuant to Massachusetts General Laws Chapter 40, Section 15A; the proposed subdivision of the approximately 110 acre (+/-) Stepinski property is shown on a plan filed in the Town Clerk's office entitled "Plan of Land in Westford, MA", dated September 15, 2008, prepared by David E. Ross Associates, Inc., Civil Engineers, Land Surveyors; the property is to be subdivided and the care, custody and control transferred from the Board of Selectmen and the use changed as follows:

- (a) Parcel "A", approximately 30.7 acres (+/-) as shown on said plan is transferred to the care, custody and control of the Westford Water Commission for the purpose of developing and protecting a future public water supply well;
- (b) Parcel "B", approximately 15 acres (+/-) as shown on said plan is transferred to the care, custody and control of the Westford Recreation Commission to be used permanently for the purpose of active recreation use pursuant to Massachusetts General Laws Chapter 45, Section 14, , as it may be from time to time amended, and subject to Article 97 of the Amendments to the Massachusetts Constitution;
- (c) Parcel "C", approximately 65.1 acres (+/-) as shown on said plan is transferred to the care, custody and control of the Westford Conservation Commission to be used permanently for open space and conservation purposes pursuant to Massachusetts General Laws Chapter 40, Section 8C, as it may hereafter be amended, and subject to Article 97 of the Amendments to the Massachusetts Constitution:

And further authorize the Board of Selectmen to convey deeds, easements, and restrictions in accordance with this vote.

A MOTION was made and seconded to divide the question, voting first on paragraphs (a) and (c) and then on paragraph (b). The motion FAILED for lack of majority.

Having no further business to conduct, it was voted to dissolve the Special Town Meeting at 7:56 pm.

A true copy attest,  
Kaari Mai Tari  
Town Clerk

## BOARD OF SELECTMEN

The Board of Selectmen and town have undergone sweeping changes in the past year. Town Manager, Steve Ledoux, resigned after 8 years of dedicated service for a new position with the town of Acton. Steve helped the town stabilize its finances during his tenure, including instituting annual audits, a hiring freeze, and funding of the stabilization reserve account. Steve's replacement, Jodi Ross, has brought a new vitality to the Town Manager's office. Jodi has rapidly converted the budgeting process to a much needed revamped format with an emphasis on cost reduction and efficiency. Her many years of experience in the towns of Bolton and Westborough are already providing benefits to Westford.

Robert Jefferies  
*Chair*

Jim Sullivan  
*Vice-chair*

Valerie Wormell  
*Clerk*

Nancy Rosinski  
Kelly Ross

The Board also saw the retirement of four-term selectwoman, Dini Healy-Coffin. Her direct and outspoken manner helped cut to the chase of most issues, speeding resolution and clarifying decisions. Her replacement, Kelly Ross, brings a more quiet and deliberative approach to the board, and his strong financial background gleaned from many years on the finance committee, provides skills much needed during these uncertain times.

The board appointed Tom McEnaney Police Chief upon the retirement of long time Chief Bob Welch. Bob's sure and steady hand will be missed but the new chief benefits from years of training under Bob.



With an eye toward resolution, the board has dealt with many difficult issues during the year including:

- Cleanup of the oil release at Abbot School, now in its final phase.
- Perchlorate contamination at the Cote Well and area surrounding the highway garage, through extension of the town water system to supply affected residences.
- Consolidation of town offices into the Millennium School as a temporary measure until the Town Hall is restored to use. Design of the restored Town Hall is scheduled for completion in time for an Annual Town Meeting vote on funding.
- Completion of the Senior Center expansion design including rescaling in order to reduce the cost of expansion and meet the concerns of abutters and the neighborhood.
- Transfer of care and custody of East Boston Camps from the Board of Selectmen to the Conservation Commission as laid out in the East Boston Camp's Master Plan.

Despite difficulties, progress continues to be made to protect and enhance the lives of Westford citizenry. After several years of vacancy, the George Rogers fire station is now manned around the clock, made possible through the efforts of the Fire Department in securing a SAFER grant. Many years of hard work and negotiations have yielded success with the Stepinski land acquisition by the town, to ensure future water supplies. The Bruce Freeman Rail Trail is nearing completion and will be open for public recreation in 2009. The town was awarded an E-Government Award for improvements in its website and the Town Manager has instituted a monthly newsletter to improve communications with residents. The Representative Town Government Study Committee recommended continuation of an Open Town Meeting form of government while changing the date of Town Meeting to improve attendance. And Westford welcomed a new family with the construction of its first Habitat for Humanity home. The board is grateful to citizen volunteers and staff, without whom these accomplishments would not be possible.

The Board of Selectmen has worked closely with the Finance Committee over the past year holding joint meetings on the budget starting just after last year's Annual Town Meeting. Beginning with the Commission for Efficient Town Government report and formation of the Capital Committee, the result of this work is the budget before us now. This budget has trimmed expenses and continued the process of reorganization and consolidation of departments in order to achieve a sustainable spending plan. Although times are tough in economic terms, the town remains strong. It is fitting the Board acknowledge the significant contributions to the community by Harold Fletcher Sr. Harold served as a call fire fighter, Water Superintendent and instituted the Westford ambulance service. A life-long resident, his community support will be missed.

Our shared history indicates the ability to pull together when facing uncertainty and supporting each other as a community.



## TOWN MANAGER

The year 2008 began with the resignation of Steven Ledoux, who served as town manager for 8 years. Norman Khumalo was appointed interim town manager while the town's search committee began the process of seeking candidates for the next town manager. It was with great pleasure that I accepted the Board of Selectmen's

offer to become Westford's new town manager in August. I would like to thank the Board of Selectmen, the members of the search committee, and the residents of Westford for supporting this decision and allowing me the privilege of serving you.

Many of the challenges I faced during my first five months included projects such as overseeing the town's response to the perchlorate contamination (including the installation of a new water main), assisting with the relocation of town departments due to the structural deficiency and evacuation of the town hall, consolidating town departments where appropriate to improve efficiency and reduce costs, evaluating and recommending cost reduction measures, including bidding for contracted services, upholding a hiring freeze, and initiating other measures to reduce costs while maintaining services for our residents. I have also attempted to improve communication between town departments, town officials, and town residents. In order to assist us with addressing these and other issues, the Board of Selectmen established 2009-2010 goals which help us with prioritization while facing the myriad of issues surrounding town operations.

The ice storm of December 11<sup>th</sup> resulted in a collaborative effort involving many town employees, businesses, volunteers, and residents while we coped with up to a week without power for some unfortunate residents. Many of the town's emergency preparedness operations were tested and succeeded in many ways. We learned a lot about emergency response from that storm and are busily reviewing our actions and implementing improvements for any future responses.

A town manager does not work in a vacuum, but relies on the efforts, diligence and cooperation of the town staff and volunteers to achieve the town goals as established by the Board of Selectmen. Some of the accomplishments we achieved together during the past year include:

- Realized budgetary savings by seeking competitive quotes for health insurance, solid waste disposal, natural gas, electricity, and labor counsel services
- Created a Capital Planning Committee to examine, prioritize and recommend capital expenditures
- Requested and received an appropriation of \$100,000 to start a Capital Reserve account
- Requested and received funding for the design of the renovation and expansion of the town hall, and worked collaboratively with the Permanent Town Building Committee on both the town hall and the Cameron Senior Center renovation and expansion projects
- Researched "non-profits" using town facilities and developed a plan to separate the Roudenbush Community Center from the town, and issue a Request for Proposals for the lease of the 3 town buildings currently occupied by Roudenbush
- Conducted round-table discussions with the Commission for Efficient Town Government and began implementing their recommendations where possible
- Developed a Fiscal Year 2010 budget message calling for streamlined operations with at minimum a 1% reduction from FY09 budgets

Jodi Ross  
*Town Manager*

Norman Khumalo  
*Assistant Town Manager*



- Reviewed town fees and increased them to be in line with surrounding communities and the cost of providing the services
- Implemented a monthly Town Manager's Newsletter to improve communication between the town departments, boards and committees, and the town residents

In addition, my personal goals include continuing to help establish and maintain positive, productive working relationships between town employees, board and committee members, and most importantly, the residents of the town. I am also committed to improving the level and quality of the customer service we provide to each other, and to the public.

Westford has a unique culture with a population who are especially protective of our town. Westford continues to be a very special place in which to live, with the result being that we are faced with constant growth, which of course taxes our town's infrastructure. Managing this growth will be one of the highest priorities in coming years. Assisting the Board of Selectmen, other town officials, and the community as a whole, with protecting this very special town will continue to make this position challenging, educational, and gratifying.

None of these objectives are achievable without the tireless efforts of town officials, town employees and numerous volunteers who serve our town. I would like to personally thank the members of the Board of Selectmen and the Finance Committee for their gallant efforts and continuing support. I would also like to thank each of you for helping to make Westford the charming, delightful, progressive community it is.

Please either browse or subscribe to our website [www.westfordma.gov](http://www.westfordma.gov) so you may stay informed of the progress we make. I enjoy hearing your comments and suggestions, and I look forward to working with all of you as we embark on a positive, productive new year – one filled with many challenges and opportunities.



# AFFORDABLE HOUSING COMMITTEE

Calendar year 2008, once again saw the Affordable Housing Committee pursuing its goals: to attempt to provide a diversification in housing opportunities and to meet the state's mandate that 10% of the Town's housing stock be affordable to low and moderate income households. It was a year of challenge and success for the committee. Following are the major projects and/or achievements which were considered and completed by our committee.

Diane Holmes  
*Chair*

Scott Hazelton  
*Vice-chair*

Jim Silva

Bruce Caldwell

Ann Eno

Mary Lynn Galgano

## PROJECTS

**WILLIAMS AVENUE:** The construction of the single family dwelling at 18 Williams Avenue is perhaps the most rewarding endeavor that we were involved with during 2008. It was with this parcel that Westford partnered with Habitat for Humanity of Greater Lowell in the creation of the first "new build" Habitat construction in Westford. On Monday, February 11, the official conveyance of this parcel occurred, with Westford transferring the property to Habitat for Humanity of Greater Lowell. The groundbreaking ceremony took place on Sunday, March 2, with approximately 75 Westford residents in attendance. Led by local developers, the actual construction of the cape style dwelling began as soon as weather permitted. Due to the enthusiasm exhibited by these individuals as well as by the ever present loyal volunteers, construction proceeded so quickly that the foundation, framing, walls, and roof were all completed by April 9. This was also the date that the future owner of 18 Williams Avenue was introduced to the community at a "Meet and Greet" social at the First Parish Church. It was here that Renee Bourassa and her three sons (Zachary, Nathan, and Anthony) first met town officials, neighbors, and residents. Construction proceeded throughout the spring and summer months with a wide variety of organizations and private individuals enthusiastically volunteering their time to build this home. This cape style dwelling is built according to LEED certification in terms of energy efficiency, having met LEED's platinum level of construction. The official dedication of the house took place on Sunday, October 5, and was well attended once again by town officials, clergy, residents, and most importantly, neighbors. Renee eventually moved into the dwelling on Saturday, November 1.

**BOSTON ROAD PARCEL:** This parcel of vacant land had been selected as a priority site for the construction of affordable housing in the community. Upon the completion of various studies conducted by Landtech Consultants and the Northern Middlesex Council of Government, the Board of Selectmen had authorized the Town Manager to prepare a Request for Proposals which would be utilized for potential development and/or planning for this site. A preliminary conceptual plan was prepared. This plan which proposed approximately twenty-four individual single family dwellings, was presented to and reviewed by the Committee. Following further review and discussion, the committee decided to hire prominent planner, Randall Arndt, to come to Westford, walk the site, and offer his comments/views on this property. After walking the site, after reviewing the original conceptual plan, and after taking into consideration the abutting neighborhoods and roadways, Mr. Arndt prepared a second conceptual plan, said plan consisting of approximately 20 individual single family homes. Upon the review and analysis of these two plans, the Affordable Housing Committee voted that it had sufficient information to proceed to the next phase of potential development, namely the preparation of a Request for Proposals (RFP) for the development and improvement of this property. This RFP is now being prepared. Also, an informational meeting is

to be scheduled with the residents of the abutting neighborhood and should take place after the first of the year.

**HAWK RIDGE:** Hawk Ridge is a new residential development on the outskirts of Westford. Located off Makepeace Road, construction of this development began during 2008. The important aspect of this project for the Affordable Housing Committee was the fact that a group home was going to be constructed as part of this residential development. After months of anticipation, the groundbreaking for this home finally occurred in late summer of 2008. Upon completion, this group home will serve as “home” for up to four handicapped/challenged individuals. The Affordable Housing Committee is indebted to one of its members, Scott Hazelton, who followed this project through the planning process.

### **POSSIBLE DONATION OF A SINGLE FAMILY DWELLING**

The Town of Westford was contacted in the fall by a representative of a design/construction team in Concord about the potential donation of a single family home. This design team had acquired a property in Concord and wished to build a LEED certified dwelling on this parcel; however, there was an existing dwelling on site which needed to be razed in order to proceed with the proposed plans for the property. In order to try to save this existing dwelling, a representative of the design team contacted area communities offering to donate the dwelling which could then be moved and perhaps converted to an affordable home. Westford was extremely interested in this potential and is actively pursuing possible sites for this dwelling.

### **REVIEWS**

The Affordable Housing Committee continued to monitor the status of various development projects in the community, such as Graniteville Woods and Jefferson at Westford.

### **FINANCING THE PRESERVATION OF EXISTING AFFORDABLE HOUSING UNITS**

As in the past, this committee worked in conjunction with the Westford Housing Authority and the Affordable Housing Trust in an effort to preserve, maintain, and/or regain affordable units at Haystack Estates and Keyes Corner. This committee is committed to not only creating additional affordable housing, but to also preserve that which already exists.

### **AFFORDABLE HOUSING COMMITTEE MEETINGS**

The Affordable Housing Committee meets on the second Wednesday of each month at 7:15 a.m. at the Millennium School. Meetings are posted and any interested residents are welcome to attend our meetings.

# AFFORDABLE HOUSING TRUST FUND

The Affordable Housing Trust Fund (AHTF) is pleased to present the Annual Report for the Town of Westford for fiscal year 2008.

2008 was a year of transition for the AHTF. Begun in 2006 as a Trust designed to exist in perpetuity to provide a funding mechanism to create and preserve affordable housing, AHTF has sought to shift the debate over affordable housing from an expense-driven one to an investment-driven one.

Daniel Burke  
*Chair*

James Sullivan  
*Trustee and Board of Selectmen Representative*

Diane Holmes

*Trustee*

Robert Waskiewicz  
*Trustee*

As we all know, every year, various interest groups compete for a share of the Town's total budget. Because of the cyclical nature of this public funding, communities can fall further and further behind in addressing the growing need for affordable housing, as is the case with Westford. Yet, decent affordable housing should not be dependent upon an unpredictable, political budget process. In adopting this housing trust fund model, Westford's citizens voted for providing a stable and steady source of funding for affordable housing.

We are pleased to report that 2008 was a year where the Fund continued to build its asset base to allow us, in cooperation with the Affordable Housing Committee, to begin designing housing programs and structuring a plan to provide non-profit housing developers with a readily-available source of funding to support affordable housing projects.

As approved at Town Meeting, a Community Preservation Committee appropriation of \$242,000 was made to the Fund in 2008. Combined with private donations and further commitments of \$101,000 from the Woodlands at Laurel Hill/Avalon Bay mitigation, the Fund now has a balance of approximately \$700,000, which begins to approach the critical mass of funding that we believe will be necessary to achieve our objectives.

In FY 2008, we transferred a total of \$46,300 to assist in the purchase of three residences that have now become part of Westford's Subsidized Housing Inventory and, thus, included in Westford's Local (Affordable Housing) Initiative. These purchases centered on two units in the Brookside Mills development and one within Haystack Estates.

While this type of action by the Fund preserves existing affordable housing in Westford, the AHTF is equally committed to expanding the supply of such housing. In 2009, the AHTF plans to take a more active role in developing affordable housing in town. Our goal is to institute a series of land and/or building purchases that will allow us to meaningfully add to Westford's affordable housing stock.

While Westford and the US economy are facing significant strains and stresses from the bursting of the housing bubble in 2008, there is a silver lining from an affordable housing perspective. The declining real estate market, while painful for all in town who already own a home, has expanded the purchasing power of the AHTF. Falling prices and a shift to a "buyer's market" are now providing an unprecedented opportunity for AHTF to judiciously begin purchasing properties that are suitable for affordable housing development or conversion. Combined with a severe shrinkage in available private sources of credit financing, the AHTF is in an enviable position to use its "dry powder" to begin purchasing useful assets to achieve our mission.

During the year, we lost the invaluable services of Elaine Nickerson, who resigned her position as Trustee. Elaine has been (and remains) a tireless and long-time champion for affordable housing in Westford and her presence will be sorely missed. We are currently in the process of searching for a replacement Trustee

Thank you once again for supporting our cause. We look forward to our making every dollar entrusted to us by Westford's taxpayers "work harder" than every dollar previously pledged to Westford's affordable housing cause.



## ANIMAL CONTROL DEPARTMENT

The Westford Animal Control Department is responsible for enforcing all state and local regulations regarding the control of animals, Investigates complaints of animal behavior, prepares findings and takes corrective actions against violations. In addition the Westford Animal Control Department thru contractual agreement provides the same services for the town of Tyngsboro.

Michael E. Harrington  
*Chief Animal Control Officer*

Meg Mizzoni  
*Assistant*

Tim Whitcomb  
*Assistant*

Jaime Berry  
*Assistant*

In 2008 Animal Control Officers responded to or provided assistance for:

- 1457 Dog related complaints
- 1324 Wildlife related complaints
- Investigated 46 cruelty/neglect reports
- Removed 1216 deceased animals from public roadways



# BOARD OF ASSESSORS

The assessor's office completed its annual revaluation for fiscal year 2009 (July 1, 2008-June 30, 2009), based on a valuation date of January 1, 2008. Approximately 425 parcels were visited and a thorough sales analysis of sales occurring in calendar year 2007 was done. The assessor's office also analyzed all land sales, land residuals, and tear downs. Market values have remained relatively stable overall. New growth for FY 2009 was \$88,902,129. This is an increase of \$36,964,198 from FY 2008 which is approximately 71% more growth. This tremendous increase is attributed to 3 specific projects as well as MLS, permit and cyclical inspections.

Jean-Paul Plouffe  
*Principal Assessor*

Titus Palmer  
*Chair*  
Diane Holmes  
Kevin Burke

The 3 projects are:

- 1) Summer Village now has 136 units at various stages of construction for a Growth Value of \$11,330,800.
- 2) Avalon Bay has completed 3 apartment buildings totaling 72 units. This has contributed \$9,009,500 in Growth Value.
- 3) A new R&D building located at 314 Littleton Road has added \$3,703,100 in Growth Value.

	FY 2008	FY 2009	% change
Total taxable assessments	\$3,907,172,157	\$3,885,827,988	- .005%
Tax levy	\$52,357,398	\$54,282,805	+ 1.036%
Residential tax rate	\$13.40	\$13.97	+ 1.042%
Average single family residence assessed value	\$467,844	\$459,180	-.0185%
Average single family tax	\$6,269.10	\$6,414.74	+ 1.023%

The Board of Selectmen voted to adopt a Small Commercial Exemption again for FY 2009. This in effect shifted the tax burden within the commercial/industrial class. The FY 2009 commercial/industrial tax rate was increased to \$14.15.

The Department of Revenue certified the results of this assessment data to be within their statistical requirements and the tax bills went out on time.

Continued growth in the tax levy resulted in an increase in overall taxes for FY 2009. The assessors office is continuing to update property data to achieve a higher level of accuracy. This is a constant on-going process to ensure that tax assessments are equitable to all taxpayers. Of the approximately 425 parcels visited in FY 2008, approximately 300 were for building permits. The more accurate we can make this data, the more accurate the assessments will reflect current market value.

FY 2008 saw a similar number of applications for abatements of real and personal property as FY 2007. This was because property values had been adjusted for FY 2008 through the annual interim revaluation. Westford is a very desirable community as reflected in market activity and sale prices.

It has been a very busy year for the assessor's office with updating office procedures; completion of the annual interim certification and revaluation; monitoring the various elderly exemptions, other exemptions and the Community Preservation Act; and updating cost tables to reflect current market cost. The staff deserves much credit meeting all the demands and challenges with competence and dedication to the town. The assessors office recognizes that taxes are increasing as the town continues to grow and the demand for service increases. We will continue striving to provide good customer service to the taxpayers and to make every effort to assist taxpayers in understanding their assessments.

## Exemptions

In FY 2008 the Board of Assessors granted 198 statutory exemptions for property taxes in the total amount of \$188,067.16 (veterans, elderly over 70, blind, Clause 41C). Eleven applicants were granted a tax deferral under Clause 41A. Westford again adopted Chapter 126 of the Acts of 1988, allowing the statutory exemption to be increased to double their stated exemption amount. There were also 253 Community Preservation exemptions granted in the amount of \$22,604.74.

## Abatements

In FY 2008 there were 107 request for abatements on real and personal property. Of these, 74 abatements were granted, 33 were denied. There were 2 appeals filed with the Appellate Tax Board for FY 2008. One case involves a dispute of Roll Back Taxes of land in Chapter 61A and the other is a commercial property. There is 1 outstanding case commercial from FY 2007. The Commissioner of Revenue is in litigation with several telecommunications companies for FY 2003 through 2009.

# THE BRUCE FREEMAN RAIL TRAIL

Almost real! Construction of **Phase 1** began in the fall of 2008 and was very visible all along the entire route from the Lowell/Chelmsford line near Cross Point, through Chelmsford center and South Chelmsford and into Westford, running along Route 27 and ending at the northern curb of Route 225. S & R Corporation of Lowell is the contractor, and there is also an on-site Resident Engineer assigned by MassHighway until the project is completed, hopefully before August 2009. How exciting to see the actual creation of this multi-use recreational and transportation corridor that will eventually run 25 miles from Lowell to Framingham!

Emily Teller  
Chris Barrett

*Friends of the Bruce  
Freeman Rail Trail*

Over the past year, the construction process included erosion-control fence installation, clearing of trees and undergrowth from the rail bed, removal of tracks and ties, drainage systems were installed where necessary, minimal excavation and/or gravel filled to sub-grade, a gravel base was installed, and grading completed. The most visible of all was the first binder coat (a 10' wide base course of asphalt) which was begun on October 21 and completed on 99% of the trail on November 5.

Officially, work will continue throughout the winter, spring and summer of 2009, and will consist mostly of landscaping and shoulder work, with the last task being the laying down of the final 1½" binder coat. Heavy equipment is used and the entire rail corridor is considered a work zone, so please stay off of the rail trail corridor during construction, to avoid injury from equipment, debris, and other hazards created by the construction process. Note that intersections with roads are not marked at this point and present a hazard. Temporary fencing has been installed to restrict access since the trail is still under construction.

## **Phase 2A - Partnering with other towns to ensure continued progress – future design and construction. How complex is this second phase of the Bruce Freeman Rail Trail?**

There are 3 commuter rail stations on the entire 25-mile trail that are part of 3 different commuter rail lines (Lowell, Fitchburg, and Worcester). The BFRT project is part of the Massachusetts Statewide Bicycle Transportation Plan, and this phase (2A) of the project meets the criteria for statewide funding, as it not only covers three separate municipalities, but also two MassHighway Districts (3 and 4) and two regional planning agencies (MAPC and NMCOG).

For maximum work efficiency and cost-effectiveness for Phase 2A, the 3 towns of Westford, Carlisle, and Acton formed a partnership and each, separately, contracted with Greenman-Pedersen, Inc. (GPI) of Stoneham, Massachusetts, to complete the "25% Design" work for Phase 2A. Phase 2A, 4.9 miles, will cross the intersection of Acton Road and Carlisle Road (Rt 225), run for about 800 feet to the Carlisle town border, then another 800 feet in Carlisle, and continue along Route 27 in Acton, eventually crossing Routes 2A/119 via an overpass/bridge and continuing parallel to Great Road for about 2 miles, terminating (temporarily) about 1,000 yards before the Route 2 Rotary in Concord.

Each of these 3 towns funded this preliminary design work through \$282,500 of Community Preservation Act funds, approved at their Town Meetings. In Westford, the Parks, Cemetery and Recreation Commission enthusiastically sponsored a warrant article at our May 2006 Town Meeting. This article was unanimously supported by the Community Preservation Committee, and resulted in the commitment of \$20,000 which was passed by a unanimous vote of the Town Meeting.

The 25% Design was submitted to MassHighway in February 2008, and the MassHighway "formal" public hearing was held in the Acton Town Hall on October 29, 2008. The audience, from all three towns, was enthusiastically supportive of GPI's work, and gave thoughtful comments



for them to report back to MassHighway. The 25% Design was approved by MassHighway in November 2008.

### **What's next?**

The next stage is continued - and more detailed - design, called "75% Design". Concord has requested to be included in the multi-town partnership (Phase 2C), and this is being accomplished through an Inter-Municipal Agreement which all 4 towns' Boards of Selectmen are now reviewing (January 2009). By mutual consent, Acton will serve as the "lead town."

In March, 2008, GPI compiled our formal application for funding to support the 75% Design work. Our application "broke the record" for material submitted; most of the 6" of material was publicity and documentation from each of the three towns to demonstrate overwhelming support for the Bruce Freeman Rail Trail. Funding to cover (most of) this was unanimously approved by Massachusetts' State Transportation Enhancement Program Steering Committee in late June of 2008. Due to some change in leadership at the Executive Office of Transportation, no funds have been officially released as of the winter of 2009. The Friends of the Bruce Freeman Rail Trail, Inc. are working at the local, state, and federal levels to ensure that the remainder of this rail trail - through the next 6 towns - is listed on the Long-Range Transportation Plan (LRP) which is a guiding document for state and federal project funding through 2030.

MassHighway is continuing to convene a BFRT Coordinating Committee for Phases 2 and 3, chaired by the MassHighway Project Manager for Phase 2, and includes representatives from town governments and state agencies, including DCR and the Metropolitan Area Planning Council (MAPC). Another group, also overseen by MassHighway, is called the BFRT Uniformity Committee and their mission is to ensure some continuity with signage, amenities and other aspects of this project in all 8 towns.

**Westford Representatives to the Friends BFRT:** Kelly Ross serves as the Westford Board of Selectmen's liaison to the Bruce Freeman Rail Trail and attends the Uniformity Committee meetings as he is able. Paul Starratt, Interim Town Engineer, attends the Coordinating Committee meetings. John Mangiaratti, GIS Coordinator, has created a BFRT section on the Westford Town Government web. Residents Emily Teller and Chris Barrett continue volunteering as members of the Friends' Board of Directors. Bill Harman has been very helpful in improving and adding more detail to various maps created by the Friends. Currently 192 Westford residents are on the Friends' mailing list and 39 of them are dues-paying members. Please join! You can on our website!

**Westford activities:** A Friends of the BFRT table was set up at both the June Strawberry 'n' Arts Festival on the Common and the October Transportation and Safety Day at Abbot School. Many families and others expressed their anticipation of using the rail trail, and most shared their contact information with us and became members of the Friends organization. We hope to share more information this coming summer once again at the Westford Farmers' Market on the Common. We will be hosting a spring trail clearing in Acton in 2009.

The Friends hold monthly meetings in locations rotating through all eight towns. Some of the past year's speakers and topics included Reno DeLuzio from the Upper Charles Trail in Milford; Cathy Buckley Lewis from the Central Transportation Planning Staff talking about State (Mass.) Trail Usage Counts; Marion Stoddart (Groton resident), her producer, Dorie Clark, and their documentary film "Work of 1000" (the history of the Nashua River cleanup); Kim Sloan, Danny O'Brien, and Diane Keith sharing information about the Blackstone River Bikeway; Steve Meehan talking about the Squannacook River Rail Trail; and, lastly, Craig Della Penna, Rail Trails in the Northeast. We also sponsored our annual June Summer Solstice ride on the Nashua River Rail Trail.

**Find the BFRT and other similar trails on the web:** Bi-weekly progress on the construction of Phase 1, links to many other rail trails in New England, studies and statistics about rail trails throughout the United States, and much more information is available on the BFRT website: [www.brucefreemcnrailtrail.org](http://www.brucefreemcnrailtrail.org)





# BUILDING DEPARTMENT

In 2008 the building department was considerably busy the first half of the year and has had a noticeable drop off of permits for the second half of the year.

The permit totals for the department are:

Building -	619
Plumbing -	396
Gas -	414
Electrical -	648

For a total of 2077 permits issued for the calendar year ending December 31, 2008. The building department took in \$460,000 for calendar year 2008.

Some of the major projects that were started last year are:

- HawkrIDGE Development – off Makepeace Rd.
- Puma renovation and addition – 10 Lyberty Way
- Senior housing at Mystery Springs started construction – 65 Tadmuck Rd.
- IBM renovation – 5 Technology Park Dr.

The department has been dealing with changes in the building codes and in 2008 saw the changes go into effect with a new 1 and 2 family building code along with a new commercial building code. The legislature passed a bill that requires the state to update the energy codes to the national code models. All of this has taken place this past year.

Thanks to the entire department for the way that the ice storm was handled. The direct effectiveness of the department was due to constant contact with the different groups involved. Dealing with the homeowners, contractors, and electric company all at the same time (usually multiple times) was a tribute to the work ethic and professionalism of the staff within the department.

Also, the new trench bill passed by the legislature will be in full effect starting March of 2009.

Matthew Hakala  
*Building Commissioner*  
Nancy Lima  
*Administrative Assistant*  
Chester Cook  
*Assistant Building  
Inspector/Gas Inspector*  
Arthur Smith  
*Plumbing Inspector*  
Dennis Kane  
*Electrical Inspector*

# BYLAW REVIEW COMMITTEE

In its first full year as a town committee, the Bylaw Review Committee provided assistance and advice in the drafting of two new general bylaws and one amendment to the town's general bylaws that were on the warrant for the May Annual Town Meeting. The committee also drafted a bylaw amendment to be placed on the warrant. The committee recommended to both the Selectmen and Town Meeting that all these be adopted, and Town Meeting voted in favor of them all.

Lynn Cohen  
Chair

Amber Brown  
David Chandler  
Kaari Mai Tari  
*Secretary and ex officio member*

The new bylaws were:

- Warrant Article 18, which adopted Chapter 147, Stormwater Management
- Article 19, which adopted Chapter 82, Discharges to the Municipal Storm Drain System

The bylaw amendments were:

- Article 17, which amended Chapter 51, the Town Meeting chapter, to add two new sections on the availability of reports and records prior to Annual and Special Town Meetings
- Article 20, the committee's amendment, which amended Chapter 10, the Bylaw Review Committee bylaw, to make the language in sections 10.2.E and 10.2.F consistent as far as the committee's recommendations to the Selectmen and Town Meeting

The committee also met with Westford citizens to discuss two potential bylaw amendments, which were subsequently not put on a warrant.

In keeping with the committee's responsibility to review the town's bylaws for internal consistency, the committee met with Sandy Collins, Director of Health Care Services, Darren MacCaughey, Director of Environmental Services, and the Board of Health to discuss clearing up the inconsistencies in the Board of Health entries in Chapter 1, section 1.4 of the bylaws. Changes to this section require Town Meeting approval.

Writing guidelines to help citizens draft and submit Town Meeting warrant articles that propose changes to the town's general bylaws was a major focus through most of the year. The guidelines would outline the process for submitting new bylaws or bylaw amendments for inclusion on a Town Meeting warrant and give a few basic tips on how to write a good bylaw. The committee planned to complete the guidelines so they could be used by those considering proposing new bylaws or bylaw amendments for the May 2009 Annual Town Meeting warrant.

The committee can be contacted through the Town Clerk's office, 978-692-5515, [townclerk@westfordma.gov](mailto:townclerk@westfordma.gov).

## CEMETERY COMMISSION

The Cemetery Commission acts as the policy setting committee for the town's six cemeteries. The commission is responsible for the expenditures from various cemetery trust funds and oversees the operation and care of the town-owned cemeteries. The three member commission is appointed by the Town Manager and meets quarterly and will schedule additional meetings as needed. Cemetery Commissioners are Daniel Provost; (2010) Chair, Barbara Blanchard (2012), and George "Yogi" Rogers (2010) .

Daniel Provost  
Chair

Barbara Blanchard  
George "Yogi" Rogers

Website [www.westfordma.gov/cemetery](http://www.westfordma.gov/cemetery)

The town has five cemeteries that are listed on the National Register of Historic Places (individual property): Fairview, Hillside, Old Pioneer Burying Ground, Westlawn, and Wright Cemeteries. The sixth cemetery Pine Grove was opened in 2002. The cemetery operation is a division within the Parks, Recreation, and Cemetery Department; Patricia Savage, Director, Jonathan Revis, Parks/Grounds Operations Supervisor, Richard Nawoichik, Cemetery Supervisor, and Danielle Leblanc, Senior Assistant. The division is responsible for the day to day maintenance of the cemetery grounds, burials, sale of lots, and burial and grave lot records. The Town Clerk retains permanent records of death certificates and burial permits.

Major projects included the expansion of the access road at Pine Grove Cemetery, re-roofing of the maintenance garage at Fairview, creation of a "Garden of Angels" section at Pine Grove, resetting of stones and foundation repair. The town's Engineering and GIS departments plotted and marked the expansion of the access road in Pine Grove toward the undeveloped portion of the cemetery. Additional space was needed at Pine Grove to accommodate vehicle parking during funerals. The Cemetery Supervisor coordinated with a local lumber company for removal of trees.

The commission had a granite memorial created to recognize those individuals buried in unmarked graves at Fairview Cemetery. The memorial has the following inscription:

*In recognition of all the people which lie in our unmarked graves  
From the poorest to the richest  
The very young to the very old  
The ones with names as well as the ones without  
May you rest in peace, never to be forgotten*

Westford GIS Coordinator John Mangiaratti has been working with Danielle Leblanc on a database management program for cemetery records. John has created an internal program for the department that is currently being reviewed for accuracy, inclusion of deed and burial information, and on-line mapping.

Town Clerk Kaari Tari has included cemetery records as part of the records preservation. The permanent records have been extremely helpful in resolving conflicting information.  
Burials - 55 of which 19 were cremation burials. Sale of lot -33

## COMMUNICATIONS ADVISORY COMMITTEE

The Communications Advisory Committee (CAC) is the Westford town board that advises and represents the interests of the Westford Board of Selectmen in their role as Franchise Authority for cable television and with regard to other services provided by Westford's cable operator (currently Comcast Corporation). The CAC also advises town residents regarding similar services that may be provided by a variety of broadband companies. Such services include Digital Subscriber Line (DSL) Internet access, and Voice over Internet Protocol (VoIP) local and long distance telephone service. The CAC does not deal with dial-up Internet access or conventional telephone service. Formerly called the Cable Advisory Committee, the CAC's charter was extended by the Selectmen in 2004 to include oversight of the additional broadband services mentioned, and the Committee's name was changed accordingly.

Dave Levy  
*Chair*

Jim Silva  
Tony Vacca

The CAC negotiates and enforces cable TV license provisions with Comcast, which has been the town's cable operator since January of 2003. The CAC also serves as an advocate for individual Westford citizens in all matters involving the cable operator, as well as providers of other information and communication services (e.g., Internet access and IP telephony), which may be subject to a variety of regulatory frameworks. We encourage all interested parties to attend our meetings to air their concerns, to ask questions or just listen. CAC meetings take place on an occasional basis at the J. V. Fletcher Library, usually starting at 7:00 PM. Check postings at Town Hall for specific dates, or contact the CAC to find out about upcoming meetings.

Apart from the issue of perennial price increases, and associated interest in "competition" (see below for more information on this topic), there have been very few concerns voiced by subscribers regarding residential cable service in Westford in 2008, the fourth year of the ten-year term of the current renewal license with Comcast.

The most important concerns of the CAC over the past year continued to involve the operations of Westford Community Access Television (Westford CAT), during its third year as Westford's Local Access Provider, in accordance with the associated provisions in the Comcast Renewal License, and as otherwise in accordance with the Memorandum of Understanding now in force between the Board of Selectmen and Westford CAT. Westford CAT is an independent non-profit corporation and is governed by a Board of Directors comprised of members of the Westford community. Ron Zimmerman continues to be responsible for all day-to-day operations of the Westford CAT studio, located at 487 Groton Road (RT 40). Ron also oversees all off-site local access production activities in Westford. In 2008, Anya Zulawnik joined the Westford CAT staff as a part-time studio associate.

Westford CAT continues to use Channel 10 for rebroadcast of town government programming, which is broadcast live on Channel 8 along with local and regional public access programming as well as the Bulletin Board. Educational programming from the Westford Public Schools and Nashoba Valley Technical High School continues to be broadcast on Channel 9. For more information about Westford CAT, including program schedules, visit their website at: <http://westfordcat.org>.

Throughout 2008, the CAC has been working steadily with Verizon to franchise FiOS TV in Westford, in advance of their associated rollout of FiOS internet and phone services (which are not locally regulated). Although the negotiation process for a FiOS TV initial license in Westford was still in progress as of the end of 2008, Verizon has assured the town that they will initiate their fiber-optic infrastructure build-out at the beginning of 2009. In light of the increasing interest in FiOS expressed to the CAC by Westford citizens over the past year, the CAC hopes to conclude negotiations with Verizon early in 2009 and present the resulting license for signature by the Board of Selectmen. FiOS services are expected to become available soon thereafter in an expanding



range of locations, as the network construction progresses throughout the town. Verizon is also expected to provide support for local access programming to be made available to FiOS TV subscribers in a similar fashion as is now available from Comcast (i.e., by providing funding and Local Access infrastructure to Westford CAT).

The CAC website, now hosted at: <http://www.westfordma.gov/cac>, provides Westford citizens with information on a variety of cable-related topics, and is slated to be updated and enhanced with new content in 2009.

In 2008, the CAC consisted of three volunteers appointed by the Board of Selectmen to renewable one-year terms. A quorum of two or more members is required to conduct official business.

The Westford CAC can be contacted by letter mail at Town Hall, or preferably by sending email to: [cac@westfordma.gov](mailto:cac@westfordma.gov). CAC Chair Dave Levy also invites telephone inquiries and voicemail at his home phone, 978-692-2290.



# COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Act (CPA) allows Westford to preserve our community character in the areas of open space, community housing, historical resources, and land for recreational use. Westford residents pay a 3% property tax surcharge to fund such community preservation projects.

## FY 2008 Community Preservation Funds: \$2,702,341.12

The state offers matching grants from the Community Preservation Trust Fund, whose revenue is generated from designated fees at the Registry of Deeds. Because Westford set the CPA property tax surcharge at 3%, we are eligible for 100% matching funds from the state. Westford received a 100% state match of \$1,190,322 on October 15, 2007.

However, due to the decrease in revenue at the Registry of Deeds and the increase in the number of communities who have adopted the CPA program, Westford received a state match of \$885,461 on October 15, 2008. The state match was only 72.4% of matching funds.

In FY 2008, Westford locally raised \$1,220,210.29 in Community Preservation funds.

Westford has an annual commitment of approximately \$800,000 for its bond payment for the purchase of East Boston Camps.

3% Community Preservation property tax surcharge	\$1,220,210.29
Investment income	\$289,460.41
Interest on late tax payments	\$2,348.42
Local FY 2008 Community Preservation total	\$1,512,019.12
State Match (received 10/15/07)	\$1,190,322.00
<b>TOTAL FY 2008 Community Preservation Funds</b>	<b>\$2,702,341.12</b>

In 2008, the Community Preservation Committee (CPC) recommended projects at the Annual Town Meeting.

### May 10, 2008 Annual Town Meeting

On May 10, 2008, the CPC recommended and Town Meeting unanimously approved the following community preservation projects.

#### Open Space Funding

- \$1,000,000 Stepinski Land Acquisition

The funds were designated to be used for the purchase of the so-called Stepinski parcel and any other related costs. These funds were appropriated from the Community Preservation Undesignated Fund Balance Account.

#### Community Housing Funding

- \$40,000 Residences at Stony Brook Phase II

Kathleen Healy  
*Chair (At-large)*

#### Committee representation

Marilyn Frank

*Vice-Chair*

*Conservation Commission*

Scott Hazelton

*Housing Authority*

Andrea Peraner-Sweet

*Planning Board*

John Cuniffe

*Historic Commission*

Ken Hanly

*Parks and Recreation Commission*

#### At-large members

Liz Adams

*Treasurer*

Christine MacMillan

Elizabeth Michaud

Funds to be used for the due diligence costs of the proposed new 30 rental residences known as Stony Brook Phase II, including site boring and excavations, engineering plans to construction level, wildlife habitat investigations, project management and financing feasibility, backhoe and drilling, and any other related costs. These funds were appropriated from the Community Preservation Housing Reserve Account.

- *\$240,000 Potential Group Home*

The Affordable Housing Committee requested funding for a property in Westford to convert into a group home for mentally and/or physically challenged adults. These funds were appropriated from the Community Preservation Housing Reserve Account.

### **Historic Funding**

- *\$433 Forge Millworker's Path Project*

This allocation will fund the purchase of supplies to restore the 103 foot path along West Prescott Street connecting the Abbot Mill with the post office. These funds were appropriated from the CPA Historic fund balance.

- *\$1,115 Elizabeth J. Fisher Map*

For the refurbishment of the Elizabeth J. Fisher Map of the United States and any other related costs. These funds were appropriated from the CPA Historic fund balance.

- *\$2,335 Walling's Map*

For the refurbishment of the Walling's Map of Middlesex County and any other related costs. These funds were appropriated from the CPA Historic fund balance.

- *\$3,840 Town Records Preservation Project*

This allocation will fund the Town Clerk's 2008 Town Records Preservation Project and any other related costs. These funds were appropriated from the CPA Historic fund balance.

- *\$5,000 Town Farm Road Building Structural Engineering Services*

This allocation will fund the Structural Engineering Services for the Town Farm Road Building. These funds were appropriated from the CPA Historic fund balance.

- *\$330,000 Cameron Senior Center Rehabilitation and Expansion Project*

This allocation will fund purchase of a sprinkler system, entry doors, and windows for the Cameron Senior Center. These funds were appropriated from the CPA Historic fund balance.

### **Administrative Funds**

- *\$15,000 Community Preservation Committee Administrative Expenses*

Community Preservation Committee administrative funds are used for expenses such as copying, public hearings, legal opinions and approximately 260 hours of professional staff support per year to assist in coordination and administration of CPC projects. These expenses are appropriated annually, as unused expense funds are returned to the undesignated Community Preservation Fund.

### ***October 27, 2008 Special Town Meeting***

The October 27, 2008 Special Town Meeting approved an additional \$169,600 for a community preservation project.

#### **Historic Funding**

- *\$169,600 Town Hall Design*

The allocated funds are for the historic portion of the design, engineering and providing of detailed costs estimated for the rehabilitation, preservation and /or upgrade to the current Town Hall and any other related costs. The funds were appropriated from the Community Preservation Undesignated Fund Balance.

#### **Appreciation**

The Community Preservation Committee would like to recognize and thank Bob Shaffer for his dedication and years of service as the Historical Commission representative to the Committee. The Committee also would like to recognize town staff, boards, and officials for their valuable input concerning the use of CPA funds and Westford's community needs. Most importantly, the Committee would like to thank the people of Westford for their generous support of our town and community.

# COMPREHENSIVE MASTER PLAN COMMITTEE

The purpose of the Comprehensive Master Plan Committee is to plan, develop, and recommend to the Planning Board a Comprehensive Master Plan for the town. The committee works with a team of consultants led by Judi Barrett, Community Opportunities Group, Boston, MA. The Northern Middlesex Council of Governments (NMCOG) is contracted to provide the economic development section of the plan. During 2008, member Carol Tucker and associate member Ryan Dunn resigned. Carol's experience at the EPA provided valuable input about land use. Ryan's ability to organize meetings with the business community was extremely helpful.

Through most of 2008, meetings were held in the evening on the second and fourth Thursday of every month at Millennium School. As the Committee's tasks started winding down, meetings occurred on an "as needed" basis. Committee documents and meeting minutes are available from the committee's web page on the town web site, [www.westfordma.gov](http://www.westfordma.gov), by going to the link for town departments. Thanks to Alan Rubin for maintaining the web site.

The committee spent the first quarter of the year continuing the review of technical papers written by the consultants. Each paper provided background information about Westford, followed by issues and discussion/policy questions for the committee members. A subcommittee was formed for each paper with the tasks of reviewing the contents for accuracy and completeness, soliciting inputs from town committees, staff, and other interested parties, and drafting responses to the questions for review and approval by the full committee. The technical papers and subcommittees were:

*Transportation:* Tom Spuhler (chair), Peter Ewing, Marian McCurley, Gideon Moran, Ed Thomas, John Cunningham

*Natural and Cultural Resources:* Peter Severance (chair), Peter Ewing, Carol Tucker, Victor Weisenbloom

*Housing:* Jim Silva (chair), Alan Rubin, Catherine Stewart

*Open Space and Recreation:* Marian McCurley (chair), Peter Severance, Kate Hollister, Alan Rubin, Jim Silva, Carol Winge

*Economic Development:* Victor Weisenbloom (chair), Gideon Moran, Ryan Dunn, Jim Kottas, Valerie Wormell

*Facilities and Amenities:* Jim Kottas (chair), John Cunningham, Kate Hollister, Valerie Wormell

*Land Use and Zoning:* Tom Spuhler (chair), Peter Severance, Carol Tucker, John Cunningham, Catherine Stewart

By the end of the first quarter of the year, the committee had finished review of these technical papers and (after public input) provided answers to the consultants regarding the various discussion/policy questions. The consultants then provided a first draft of the comprehensive master plan. The committee spent the rest of the year doing a final review of the first draft and presenting the committee's commentary to the Planning

Kate Hollister  
Chair

Jim Silva  
Vice-Chair

Alan Rubin  
Clerk

John Cunningham  
Peter Ewing  
Jim Kottas  
Marian McCurley  
Gideon Moran  
Peter Severance  
Tom Spuhler  
Catherine Stewart  
Ed Thomas  
Victor Weisenbloom  
Carol Winge  
Valerie Wormell



Board at various public hearings. The first draft was also posted on the committee's website to elicit further public input.

By the end of the year, the committee was only semi-active having discharged its primary goal of preparing and presenting a first draft plan to the Planning Board. With sustained Committee input at various public hearings, the Planning Board made revisions to the first draft with the objective of presenting a final draft for approval at Annual Town Meeting in 2009.

Committee members put in many hours above and beyond preparing for regular meetings in order to provide on-time quality input to the plan. Their efforts are greatly appreciated by the officers, consultants, and Planning Board.

## CONSERVATION COMMISSION

2008 was a demanding year for the Commission and staff, which included having to adjust to office relocation from the Town Hall to the highway facility, respond to an attempt to repeal the local non-zoning wetlands bylaw, and take responsibility for the management of the East Boston Camps property.

The Commission generally meets on the second and fourth Wednesday of each month at 7:30 P.M. at the Millennium School. The principal work of the Commission is review, under the State Wetlands Protection Act and local non-zoning wetlands bylaw, land alteration and construction projects, from home additions to major residential and commercial developments, to assure protection of the vital interests provided by wetlands. A summary of the kinds of review and the number of filings by type for the last ten years is provided at the end of this report. In doing this job, the Commission conducted 5 formal site visits, while agent William Turner conducted numerous site visits pertaining to many ongoing projects, as well as new proposals.

Following the discovery of structural problems in Town Hall in December of 2007, the Conservation Commission office was relocated to the new Highway Facility at 28 North St. However, due to space limitations, most of the Commission's files have had to be relocated to other locations. The necessity to travel to different sites to retrieve files has placed additional time demands on Commission staff, particularly in responding to public inquiries. We appreciate the public's patience and understanding in dealing with these new circumstances.

The most noteworthy issue dealt with by the Commission was an attempt to repeal the local non-zoning wetlands bylaw at Annual Town Meeting through a citizen's petition. The petition was signed by only a few more than the required 10 citizens. The Commission invited the proponents through the attorney that had submitted the petition to discuss their reasons for wishing to repeal the bylaw. However, instead of residents, a hired consultant, Jerome Carr, appeared. The gist of his argument was that the bylaw was overly restrictive and harmful to the land owners and economy of the town. However, a number of his submitted written comments were based on misinterpretation and misrepresentation of the bylaw and its regulations. One argument was that there is already a state Wetlands Protection Act (the Act) that provides adequate protection to wetlands. However, the experience of the intense growth of the 1980's showed that the Act fell short in a number of ways in providing the town with the tools to adequately protect its critical resources, particularly its water supply. The Act does not protect areas directly adjacent to wetlands, which have been shown to be critical for protection of water quality and for wildlife and fisheries habitat. Further a large number of smaller wet areas, including certain vernal pools, are excluded from protection by the Act. The Act does not provide local Commissions adequate resources for review and oversight of large projects. Further, the ability to enforce the Act is very limited on the local level, as the Commission cannot issue fines. The bylaw provides for all of these important functions. The bylaw has not hindered development or homeowner projects. Literally thousands of new dwellings and well over a million square feet of commercial/retail space have been permitted under the bylaw. Of 1,400 filings since the local non-zoning wetlands bylaw was implemented in 1989, the majority of which are actually for homeowner projects such as additions and other improvements, only 3 have been denied. The local non-zoning wetlands bylaw has been a major tool in bringing about goals of the town's master plan in preserving and protecting its natural resources and community character, standards that make Westford a desirable place to live in and which support its property values.

Ultimately, with no petitioners coming forward to make a motion under the petition article, Town Meeting took no action on the Article. You can learn more about the Westford non-zoning wetlands bylaw at the Commission website: [www.westfordma.gov/conservation](http://www.westfordma.gov/conservation).

Eric Fahle  
*Chair*

Peter Mahler  
*Vice Chair*

Marilyn Frank

Ann Jefferies  
J. Michael Taeves  
Frank Winters

The most significant project reviewed by the Commission was Westford's largest proposed retail development, known as Cornerstone Square. Located on land to the northwest and southwest of the intersection of Boston and Littleton Roads, the 225,000 square foot-plus lifestyle center would be comprised primarily of single story retail buildings. There are two state certified vernal pools on or near the project site north of Littleton Road. Other small wetlands, subject only to the local non-zoning wetlands bylaw, are scattered across the site. The proposed project is significantly larger than the 110,000 square foot Wal-Mart project proposed in 1993. The primary issue has been the proposed wide departure from the setback requirements under the local nonzoning wetlands bylaw.

The local nonzoning bylaw regulations allows for a rebuttal of its presumption that work closer than the required setbacks will alter wetlands by a clear showing that the nature of the proposed work, special design measures, construction controls or site conditions will prevent that alteration. Ultimately the Commission found that the project proponent had not successfully rebutted the presumption and voted to deny the project. The applicant filed an appeal. Both parties agreed to a mediation process, which resulted in project modifications that increased work setbacks to the satisfaction of the Commission. An amendment hearing is anticipated in early 2009 that should result in issuance of an order of conditions for the project.

Other major projects reviewed by the Commission included the 308 unit Jefferson at Westford apartment project located at the Chelmsford town line between Littleton Road and So. Chelmsford Road, which was approved. Also approved was a significant road improvement project for Littleton Road between Rt. 225 and Powers Road. One new subdivision of ten lots was filed for the old Aldrich farm property located on Chamberlin Road.

Construction activities generally slowed along with the economy. Active projects included Summer Village, off Long Sought for Pond, Southgate off South Chelmsford Road, Hawk Ridge off Makepeace Road, and Weetamoo III off Weetamoo Road. The "Woodlands at Laurel Hills" apartment project, with 80 units in Westford off Durkee Lane, was completed. With the oversight help of consultant inspectors from the Westford office of AMEC Earth and Environmental, Inc., proper installation and maintenance of construction controls and stormwater management helped minimize any damage to wetlands during the wettest year on record.

The other principal task of the Commission is administration of nearly 2,000 acres of land held by the Town for conservation purposes. As challenging as the tasks it confronted under its regulatory function was the substantial increase in the Commission's responsibilities in assuming care and custody of the East Boston Camps property, which, with the approval of the State legislature, became official as of the week of March 3. The use of the camp changed significantly, as there was no day or overnight camp. The Selectmen had issued Requests for Proposals for such programs, including to the East Boston Social Center, which had run a program there for many years, but no proposals were received. The annual week-long fifth grade program during the first week of June continued, with over 400 students participating. The Commission continued the Selectmen's policy of making the facilities available to local non-profit groups, such as the scouts and church groups. The Recreation Department ran the Westford Outdoor Nature Program for six weeks, with an average of 50 children participating each week.

To assist it in formulating policies for long term use of the camps, and as recommended by the East Boston Camps Master Plan, the Commission formed an advisory group, called the East Boston Camps Advisory Group, whose roles and responsibilities include: reviewing past usage of facilities and developing new policies/guidelines for its use; researching potential revenue generating programs that will offset maintenance expenses including grant applications and volunteer assistance; making recommendations to the Conservation Commission including implementation steps; advising the Conservation Commission on other land issues. The group is comprised of Peter Mahler for the Conservation Commission, Marilyn Frank for the Community Preservation Committee, Doug Deschenes for the Westford Land Preservation Foundation, Leslie Thomas for the Water Commission, Jim Sullivan for the Selectmen, and Jim Gozzo, Paul Cully, Bob Boonstra



and Beth Peterson as at large citizen members. Different members of the Recreation Commission will alternate in their participation. The Committee began its work in October and started with a review of possible uses, users and rates, and hopes to have recommendations to the Commission in early 2009. The Commission would like to express its gratitude for the efforts of this dedicated group. The Commission would also like to express its thanks to George Fletcher who continued his many years of caretaker services on the property, as well as to Highway Superintendent Richard Barrett and the Highway Department for their assistance in maintaining the roads at the Camps, as well as assisting in the maintenance of other town conservation land.

Much work is needed to repair and maintain the camps. One major project undertaken in 2008 was to restore and upgrade the electric service for two buildings on the north side of Burge's Pond. Sacca Electric of Pelham, NH performed the work, which included installation of new underground service on much of the site. Unfortunately, the December ice storm damaged some of the remaining above ground wires, so restoration of power will be delayed into early 2009.

As always, the town benefits greatly from volunteer efforts in maintaining and improving its conservation properties. In particular Eagle Scout candidates provide great service. The Commission would like to thank Dana Johnson, Michael Johnson, Trevor Wellman, Brandon Casperson, Matt Cusworth, Matt Lauer, David Benoit and Ben Eck for their work for the town. The Commission and the Westford Conservation Trust have organized the Westford Land and Trail Stewards to monitor conservation lands and maintain trails. 50 stewards provide continuing service town wide and we salute their efforts. If you are interested contact any of the three members of the Stewards Steering Committee: Kate Hollister (692-6802), Frank Winters (692-4555) or Bill Harman (692-3907) More information on this program is available at the Commission's website.

2008 was an excellent year for land preservation. Acquisition of the 110.8 acres Stepinski Parcel completed a 25 year old planning goal to acquire three large parcels in the center of town. 65.1 acres of the land, including nearly a mile of waterfront along Stony Brook across from East Boston Camps, will come under the care and custody of the Conservation Commission. 30.7 acres will go to the Water Department and 15 to Recreation. 104 acres were placed in a permanent conservation restriction on land of the "Summer Village" project north of Long Sought for Pond and 26.7 acres associated with the "Woodlands at Laurel Hills" off Durkee Lane, adjacent to the Emmet Conservation Land, were placed in a conservation restriction.

Anthony and Fenella Levick of Monadnock Berries continued their excellent work in managing the Hill Orchard and Farm Stand. If you would like more information on Hill Orchard or the Levick's own farm operation, located In Troy, NH, visit their website at [www.monadnockberries.com](http://www.monadnockberries.com).

Marian McCurley, a Commissioner since 2003, resigned from the board in 2008. Marian had served as the Commission's representative on the Comprehensive Master Plan Committee. The Commission thanks Marian for her outstanding service to the town. Robert Shaw of Drawbridge Road was appointed to fill the vacancy

Beyond their work on the Commission, members are active participants in other town committees and community organizations. Peter Mahler and Marilyn Frank serve on the East Boston Camps Advisory Group and Marilyn also serves on the Community Preservation Committee and Eric Fahle served on the Pesticide Policy Committee. Frank Winters is a board member of the Westford Conservation Trust.



## CONSERVATION COMMISSION STATISTICS PAGE\*

## Summary, Filings Received, 1999 – 2008

<u>Year</u>	<u>Request for Determination</u>	<u>ANRAD</u>	<u>Notices of Intent</u>	<u>Emergency Certificates</u>	<u>Violations/Enforcement Orders</u>
1999	29	-	80	**	19
2000	15	3	84	13	9
2001	21	-	57	23	9
2002	18	-	58	26	6
2003	9	3	41	14	6
2004	12	6	50	16	5
2005	12	5	34	16	3
2006	18	6	28	16	2
2007	17	4	24	7	7
2008	12	5	29	10	5

\*The work by the Commission involves several types of review: (1) "Request for Determination" in which the Commission is asked to approve relatively minor work within 100 feet of wetlands; (2) Abbreviated Notice of Resource Area Delineation (ANRAD) in which the Commission is asked to approve a surveyed plan showing wetland boundaries. (NOTE: The ANRAD process was adopted in 2000. Prior to that the Request for Determination filing was used for confirmation of wetlands boundaries); (3) "Notice of Intent" meaning that an applicant has notified the Town of an intention to build a structure or any type of work in a wetland or the land around a wetland; (4) Emergency Certificate, when rebuilding a septic system or some other emergency work necessitates alteration of a wetland or nearby land on short notice. The Commission issues Enforcement Orders in relation to violations of the State Act or local bylaw when work commences within a jurisdictional area without a proper permit from the Commission, or work is conducted in violation of the conditional requirements of a permit issued by the Commission.

\*\* Not available

# COUNCIL ON AGING

The Westford Council On Aging (COA) web address is:  
[www.westfordma.gov/coa](http://www.westfordma.gov/coa)

Helen Crocker  
*Chair*

Nancy Cook  
Dorothy Hall  
Cecelia Healy  
Patricia Holmes  
George Rogers  
Robert Tierney

Some of our major undertakings this year are highlighted below:

- Worked with the Permanent Town Building Committee in regard to meeting the physical, social and economic well-being of older adults at a renovated and expanded Cameron Senior Center.
- Recommended closure of the Adult Supportive Day Care (ASDC) due to its inability to be a self-sufficient activity. Annual Town Meeting allowed funding as another agency was sought to administer the ASDC. The doors at the program closed in August and the Roudenbush Community Center, opened an ADSC program in September.
- Paid tribute to 30 of Westford's 102 residents age 90 and over at the Annual Gay Nineties celebration in May honoring Older Americans Month.
- Awarded Incentive and Formula Grant funding in the areas of marketing, nutrition, volunteerism and maintenance. The Friends of the Cameron Senior Center, Inc. received grant funding on behalf of the Westford Community Food Pantry from Project Bread and the Emergency Food Bank, and jointly with the Board of Health to administer a senior dental program.
- Hosted summer cookouts sponsored by Kiwanis, Senator Panagiotakos, Representative Hall and the Friends non-profit organization.
- Received sponsorship of the monthly Men's Breakfast by the Concord Health Care Center. Some featured speakers included police and fire staff, Nashoba Tech and Westford Museum and Historical Society members.
- Developed an operating budget at the Fall COA meeting to achieve a 1% reduction from the current year.

## Senior Social Services

Senior Social Services involve the work of a full-time Social Worker and part-time Elder Outreach Coordinator. Work focused on following the COA mission statement for 3,352 Westford seniors. The social workers' responsibilities include assessments, crisis intervention and referrals for in-home services and assistance with housing and long-term care as needed. Guidance and referrals are extended to families in Westford and outside the area and aid is given to needy family members living in Westford. The Elder Outreach Coordinator visits home-bound seniors, refers specific issues to appropriate resources, and works closely with the social worker to offer a well-rounded team approach to COA services.

- Besides the annual increase in numbers of home visits, there has been an upward trend in office visits by seniors and their family members who seek guidance, counsel, and general support. Office visits have more than doubled since last year (see Table I below). This trend points to a need for private office space for family meetings within the current senior center.

## YEARS

	2004	2005	2006	2007	2008
HOME VISITS	400	700	600	650	737
OFFICE VISITS	200	200	220	300	630
TELEPHONE CALLS	2,000	3,500	3,100	3,500	4,319

- The ice storm in December proved especially difficult for seniors. Consequently, the COA social service staff advocated, assessed, guided, and reassured the most vulnerable elders throughout this difficult emergency. The staff was offered a unique opportunity to collaborate with other departments and witness town services reach a common goal.

### Transportation

Van service provides transportation for the elderly and disabled of Westford to keep medical, nutritional, social, shopping and other appointments. This service operates within Westford and surrounding towns.

Vans are owned by the Lowell Regional Transit Authority (LRTA) and administered by the COA. Three vans, used for medical/shopping, ASDC, and Cameron Center activities, covered a combined 65,528 miles. Two-hundred-seven individual (unduplicated) seniors and disabled people availed themselves of this service. A comparison of the unduplicated riders and mileages (Table II below) shows a steady expansion of this service. Van operations have increased from one van in the year 1998, two vans in 2001, and three vans in 2005 that was necessitated by the yearly increase in riders.

## YEARS

	2004	2005	2006	2007	2008
UNDUPLICATED	197	262	162	236	207
MILES	43,169	67,757	64,450	67,123	65,528

In 2008:

- Van 1 provided service for 1,001 medical and 935 shopping trips.
- Van 2, assigned to the ASDC and now operating five days per week, provided transportation for 1,464 trips.
- Van 3 provided service to and from the Cameron Senior Center for social, nutritional, recreational and educational functions. This van made 1,009 trips for congregate lunch and other Cameron activities.

### Respite-Companion Care

The Respite Program marked its 30<sup>th</sup> year in 2008. Due to budget cutbacks, the program lost the support clerk-assistant position and the program director's hours were reduced from 35 to 30 per week.

Statistics and trends for Respite-Companion Care Program (Table III below) reveal the increase in clients and their families that were served. Clients are using the Respite Care for shorter lengths of time than in the past. This might be occasioned by the current personal difficult economic situations.

YEARS

	2004	2005	2006	2007	2008
CLIENTS	139	169	172	121	160

**Tax Relief**

A volunteer administers the Senior Tax Work Off Program for the Board of Selectmen. Money (\$20,000) for this program comes from the tax dollar and is appropriated in the COA budget, subject to approval at the Annual Town Meeting in May. Requests are growing as property taxes escalate. The program is open to all homeowners 60 years of age and older. The senior must occupy the house for which they are requesting the tax abatement. The 25 seniors funded must agree to work 100 hours in a compatible arrangement with the town department head to which assigned. Recipients are encouraged to continue on as a volunteer after completing their hours of service. The program begins on July 1 with all work completed by March 31 in order to apply the \$800 rebate to their last quarterly tax bill.

A dedicated volunteer offers tax counseling at Cameron to Westford elders. The program is in collaboration with AARP. Our volunteer tax aide completed over 70 income tax forms in 2008.

**Westford Community Food Pantry**

The Cameron Senior Center houses the Food Pantry which is available to all Westford residents. The pantry received a needed makeover this year as a Gold Award Project. The pantry relies on volunteers for all services, including delivery of groceries to the homebound. Approximately 550 people per month are served, 142 volunteers provided 8,280.5 hours service to the COA.

Staff

Joanne Sheehan, Director of Elder Services  
 Judith Ramirez, L.I.C.S.W./Social Worker  
 Annette Cerullo, Elder Outreach Coordinator  
 Sandra Cullen, Office Manager  
 Claire France, Senior Assistant  
 Marjorie Hunter, Registrar  
 Jean Mahoney, Registrar  
 Eugene Jungbluth, Lead Van Admin  
 Mary Sudak, Evening Supervisor  
 Christopher Mitchell, Maintenance  
 Joan Greenwood, Receptionist  
 Edna MacNeil, Receptionist  
 Angela Gagne, Volunteer Coordinator

Jeanne Cronis, Driver  
 Ginger Burke, Driver  
 Tim Donovan, Driver  
 John Duffett, Driver  
 Bill Ewers, Driver  
 Bob France, Driver  
 Ed Greenwood, Driver  
 Joyce Newton, Lead Van Dispatch  
 Al MacGilvray, Driver  
 Laura Mathis, Driver  
 Fred Palmer, Driver  
 Richard Bennet, Nutrition  
 Betsy Bulger, Maintenance



## CULTURAL COUNCIL



The Westford Cultural Council received a total of \$4300 from the Massachusetts Cultural Council to distribute to organizations and individuals who applied for grants to support cultural activities that benefit Westford residents. In awarding grants, the council seeks to serve a broad spectrum of Westford's population. The council received 15 applications and awarded grants to the following 9 applicants:

- Blanchard Middle School West Street Serenaders: \$350 to support activities of the vocal group, including performances at town events throughout the year.
- Indian Hill Swing Trio: \$200 toward a performance at Council on Aging sponsored Gay '90s Senior Luncheon on May 19, 2009 at the Franco American Club.
- Roudenbush Adult Social Day Program: \$550 for musical and other cultural events to be presented in 2009.
- Lowell Philharmonic: \$250 to support the Youth Concerto Competition and Pops Concert on May 8, 2009 at the Pawtucket Congregational Church in Lowell. Several Westford residents participate in this event.
- Jay Mankita: \$400 towards the program *Eat Like a Rainbow* May 13, 2009 at The Miller School. This program teaches elementary age students about healthy food and sustainable living. Mr. Mankita also provides teachers' guides and material for children to take home.
- Merrimack Repertory Theatre: \$350 to support special matinee performances of plays that support state-mandated curriculum. Students will attend free of charge and receive educational materials. Teachers will be provided teaching guides and student study guides.
- Westford Chorus: \$800 toward the performance of a 16th Century Masked Ball at the Stony Brook School on January 24-25, 2009. WCC's support will be used to help the chorus hire a professional early music dance ensemble and a 16th century instrumental music ensemble
- St. Patrick's Day Community Celebration: \$650 toward this town-wide event to be held March 12, 2009 at The Parish Center for the Arts. The grant monies will be used to hire professional Celtic dancers.
- Jeanne Fallier: \$750 to support the completion and filming of *Keepsake Castle*, a fairy tale told through the use of hook-rugged miniature figures and portrayed as a play on a miniature stage with multiple scenes, all created by Mrs. Fallier. The play was originally performed by Mrs. Fallier at the J.V. Fletcher Memorial Library in 2007. It has since been expanded, and this project will allow it to be permanently documented and shown at different venues.

Aurora Winters  
*Chair*

Alice Phalen  
*Treasurer*

Barbara Bergin  
Mary Lyman  
Steve Pixley  
Christine Robinson

The state provides that 5% (\$200) of the award money be allocated toward administrative expenses. A surplus in the council's account covered administrative expenses this year, allowing the council to award the entire \$4,300 to grant applicants.

Now that the grant cycle is completed, the council will turn its attention to planning a council sponsored cultural event during 2009.

## EAST BOSTON CAMPS ADVISORY GROUP

To assist it in formulating policies for long term use of the camps, and as recommended by the East Boston Camps Master Plan, the Conservation Commission formed an advisory group, called the East Boston Camps Advisory Group, whose roles and responsibilities include: reviewing past usage of facilities and developing new policies/guidelines for its use; researching potential revenue-generating programs that will offset maintenance expenses including grant applications and volunteer assistance; making recommendations to the Conservation Commission including implementation steps; and advising the Conservation Commission on other land issues.

The committee began its work in October. The group started with a review of possible uses, users and rates, and hopes to have recommendations to the Commission in early 2009.

Peter Mahler  
*Conservation Commission*

Marilyn Frank  
*Community Preservation Committee*

Doug Deschenes  
*Westford Land Preservation Foundation*

Leslie Thomas  
*Water Commission*

Jim Sullivan  
*Board of Selectmen*

### Members at Large

Jim Gozzo  
*Chair*

Paul Cully  
*Vice Chair*

Bob Boonstra  
Beth Peterson

## EMERGENCY MANAGEMENT AGENCY

The Emergency Management Agency provides emergency planning, coordination and procurement of resources during an emergency. We are mandated to keep an updated comprehensive emergency plan for the town and report annually to the Department of Homeland Security of our National Incident Management compliance so the town may receive federal funding. We continue to finalize our Continuation of Operation Plan (COOP) after which each department will need to incorporate their own plan into ours. We also maintain our membership with the North Middlesex Area Emergency Planning Committee (NMAEPC), as our regional emergency management planning committee (REPC).

Tim Whitcomb  
*Co-Director*

Joe Targ  
*Co-Director*

We were provided a new POD policy by FEMA/MEMA that would bring commodities like food and water into the town in the event of a large scale disaster. These POD's are roll off containers full of supplies that would be strategically placed in a large parking lot and offer drive up service for residents. There are 3 sizes for deployment, the largest being capable of providing for 20,000 persons per day and 560 cars per hour.

The Police amateur radio team PART, as in past years, has provided the town with their volunteer at large scale events and during times of emergency. During 2008 one additional PART member became CERT/Red Cross Shelter Operations trained and in 2009 we hope for several more. Several more of the members are Upper Merrimack Valley MRC member/volunteers. Through that organization PART volunteers are issued credentials and are CORI cleared. All PART members who are now active in Emergency management have had NIMS training. PART members are active within other civic organizations as well including National Weather Service SKYWARN and Kiwanis. We appreciate all that they provide for the town.

The big event of the year was no doubt the December ice storm. It devastated parts of town and left other parts relatively unscathed. It caused us to declare a State of Emergency for the town. The morning after the storm we started to see the full impact of the storm. With the help of the School Department, Police, Fire, Board of Health, and U.C. Part members we were able to initiate two shelter openings. Given the number of townspeople that came to the shelters within 24 hours we were able to close the second one, while the first remained operational and utilized by town residents 24 hours a day for seven days. The town's key departments operated in a Unified Command. Each department operated as they would normally in an emergency situation with heightened interdepartmental communication. The Police, Fire, Highway and Emergency Management along with the Town Manager were in constant communications with each other and met at least daily to disseminate information, give situational updates and try to plan for the days ahead. As we progressed more departments were brought in, the Board of Health, Council on Aging and the School Department. Throughout the duration of the event the Emergency Management Reverse Notification System, "CityWatch", was utilized to get information from the Town Manager out to the community. We were in contact with MEMA several times a day and they provided help in coordinating assistance from other organizations. Several members of the community answered the call to help with specific needed services which they specialized in.

We took this year as a learning experience. We plan to use the positive and the negative to build on the plans, policies and procedures in place and try to correct any shortcomings. We are grateful for the help of all the departments in town and also for the Merrimack Valley MRC for providing our shelter with support and nursing volunteers.

The town also participated in the "on the border drill" that was a large scale live training exercise, and a hurricane drill that tested our emergency communications.



# ENGINEERING DEPARTMENT

2008 was a fast paced year for the Engineering Department with several critical projects moving through the stages of design, development and construction. This department has responsible charge for public projects that must meet local, State and Federal requirements for procurement, environmental impact, transportation, safety and accessibility. Engineering responsibilities for these projects include design, estimates, construction management and inspectional services. Private projects are also reviewed for compliance with town ordinances in stormwater, traffic and subdivision rules and regulations. In 2008, Engineering was involved with the following public projects:

Paul Starratt  
*Interim Town Engineer*

- Relocation of Town Hall employees and services, including the preparation of plans and specifications for the temporary offices at the Millennium, construction management and project coordination with all the affected departments.
- Guidance in the designer selection and contracting process for the Town Hall Renovation Project.
- Engineering review of the Cameron Senior Center Project.
- Design, permitting and construction management services were provided for the Pond Road Betterment Project and the Nutting Road and Tenney Road Drainage Improvements.
- Contract and construction management for both the Byrne Road water main and the Groton Road water main Projects.
- Procurement of a five year Solid Waste Disposal Contract.
- Consultation with the School Department on the Abbot School Oil Spill mitigation.
- Coordination and planning for the Bruce Freeman Rail Trail with the Mass Highway Department and the Friends of the Bruce Freeman Rail Trail.
- Oversight of the Tadmuck Intersection improvements for safety, traffic flow, and pedestrian accommodations.
- The Route 110 corridor study which details the future needs of this important corridor through Westford. Specifically the corridor study includes measures for improving traffic and pedestrian flow in the corridor. The focus of the corridor study is from Minot's Corner to the Tadmuck Road intersection.

The Engineering Department works closely with the Highway Department, Planning Department, Conservation Commission and Parks Department to support the maintenance and operations of the town's infrastructure. Engineering services include reviewing plans and specifications for compliance with design standards, and the construction inspection of subdivision infrastructure for compliance with approved plans. Key responsibilities are as follows:

- Coordination with other government agencies and utility companies when projects are in the public right-of-way.
- Attend development review meetings and public hearings in coordination with the Planning Department, to review applications for compliance with town standards and standard engineering practices.
- Conduct inspections of work within the public right-of-way and on developing parcels throughout the construction process.
- Provide assistance to the public regarding right-of-way issues.
- Process road opening permits and calculate road opening bonds.
- Administer and coordinate engineering consultant contracts.
- Design and administer projects for the annual Capital Improvement Program, including roadway, curb, gutter, and sidewalk improvement analysis.
- Perform minor traffic engineering analysis.

- Respond to neighborhood concerns and requests.

Additionally, the Engineering Department has a lead role in the management of the U.S. Environmental Protection Agency's Phase II Stormwater program that requires the town to meet permit thresholds in order to discharge stormwater runoff into our natural resources. In order to protect and preserve the natural resources in Westford, this department has been involved in the following:

- Engineering worked with the School Department and the SuAsCo Community Watershed Council in a week long course to teach stormwater responsibility to all fifth grade students through the Living Labs program. Students are introduced to the concept of stormwater, including an outdoor demonstration of a catch basin as well as an indoor lab that teaches map reading and watershed principals.
- Worked with the Highway Department and the Organization for the Assabet River, to install stream signs at four locations in town.
- In 2008, the town of Westford published its first Watershed Action Plan for the Stony Brook and Nashoba Brook Watersheds and made it available online at [www.westfordma.gov/stormwater](http://www.westfordma.gov/stormwater)



**Stream Sign**

- Worked with the Water Department to install watershed awareness decals on various catch basins throughout town.
- Established Stormwater Management and Illicit Discharge ByLaws in compliance with the Phase II Stormwater program.



**Catch Basin Decal**

## FINANCE COMMITTEE

The Finance Committee is an independent town board whose members are appointed by the Town Moderator for overlapping three-year terms. The committee is charged with advising Town Meeting on all matters with a financial impact on the town.

In order to make informed recommendations, committee members regularly consult other committees and town officials. Members of the committee regularly attend School Committee, Board of Selectmen, and Permanent Town Building Committee meetings, among others, in order to keep abreast of matters with fiscal impact. The Finance Committee chair also participates in a monthly meeting with the Selectmen and School Committee chairs.

Ingrid Nilsson  
*Chair*

Michael Princi  
*Vice-chair*

Rose O'Donnell  
*Clerk*

Alison Corvino  
Jeanne Drula  
Al Hegert  
Mark Kost  
Tom Price

The committee's FY09 budget recommendations are the result of an extensive process of review and deliberation. Over the course of several months, the committee met with the Town Manager, Finance Director, department heads, Board of Selectmen and School Committee to discuss the proposed budgets and to gather information necessary to provide the budget recommendation to Annual Town Meeting. The committee publishes and mails its recommendations and background information on the budget to all Westford residents before Annual Town Meeting.

In May, Annual Town Meeting passed an \$87,492,984 operating budget for FY09, an increase of about \$3,562,654 (4.2%) over the prior year. \$3,174,500 of Free Cash was used to balance the FY09 budget. Free Cash was certified at \$5,202,000, which is \$1,011,795 above the minimum recommended level. Initially state aid for FY09 came in at \$21,192,719, a 7.78% increase from FY08. The net effect of these budget elements yielded a tax rate increase of 1.46%. This budget largely maintained the accustomed level of services provided by town departments.

The end of 2008 was just the beginning of an ongoing difficult economic climate. Expenses such as utilities, health insurance, and pensions continue to climb. Westford faces some serious financial considerations regarding the structural issues at the Town Hall, resolving the perchlorate issue, and concluding the work pertaining to the oil spill behind Abbot School. State aid for FY09 was cut mid-year and state aid for FY10 will see a marked decline.

Westford's new Town Manager, Jodi Ross, and our excellent town departments have shown innovation and initiative with on-going cost-cutting measures while still maintaining a strong level of service for Westford residents. The establishment of a Capital Stabilization Fund and a Capital Planning Committee will also allow us to address our oft-deferred capital needs.

In June 2008, the committee conducted its annual reorganization and elected Ingrid Nilsson, chair; Michael Princi, vice-chair; and Rose O'Donnell, clerk. The committee saw the departures of valued past chairs and members, Kelly Ross and Dave Murray. New member Mark Kost joined the committee and immediately provided new insight and perspectives. The committee meets Thursdays at 7:00 pm, weekly during budget reviews and once or twice a month otherwise. Finance Director Suzanne Marchand and Financial Analyst Dan O'Donnell provide valuable financial updates and assistance to the committee.

# FINANCE DEPARTMENT

The Financial Statements for the Fiscal Year ended June 30, 2008 are herewith submitted.

Suzanne Marchand  
*Finance Director/Treasurer*

The data represents a fair and accurate presentation in all material aspects of the Town's financial position and results of its operations.

Alice M. Ferro  
*Town Accountant*

The report is based on information recorded using the Uniform Municipal Accounting System (UMAS) of the Massachusetts Department of Revenue.

An audit of the Town's financial records by Melanson Heath and Company, PC , Certified Public Accountants has been completed and the results of that audit are available in the finance office for public inspection.



## GOVERNMENTAL FUNDS

## BALANCE SHEET

JUNE 30, 2008

UNAUDITED

## ASSETS

	General Fund	Community Preservation Act Fund	Nonmajor Governmental Funds	Total Governmental Funds
Cash and short-term investments	\$ 10,527,035	\$ -	\$ 3,618,191	\$ 14,145,226
Restricted investments	18,418,059	-	-	18,418,059
Investments	396,680	4,560,169	4,490,989	9,447,838
Receivables:				
Property taxes	686,853	-	-	686,853
Excises	263,632	-	-	263,632
Departmental and other	-	11,198	-	11,198
Intergovernmental	-	-	181,877	181,877
<b>TOTAL ASSETS</b>	<b>\$ 30,292,259</b>	<b>\$ 4,571,367</b>	<b>\$ 8,291,057</b>	<b>\$ 43,154,683</b>
<b>LIABILITIES AND FUND BALANCES</b>				
Liabilities:				
Warrants payable	\$ 1,381,355	\$ -	\$ 260,216	\$ 1,641,571
Deferred revenues	809,713	11,198	-	820,911
Tax refunds payable	1,090,000	-	-	1,090,000
Notes payable	-	-	385,000	385,000
Other liabilities	990,104	-	-	990,104
<b>TOTAL LIABILITIES</b>	<b>4,271,172</b>	<b>11,198</b>	<b>645,216</b>	<b>4,927,586</b>
Fund Balances:				
Reserved for:				
Encumbrances and continuing appropriations	2,364,806	-	-	2,364,806
Perpetual (nonexpendable) permanent funds	-	-	436,001	436,001
Debt service	18,418,059	-	-	18,418,059
Unreserved:				
Undesignated, reported in:				
General fund	5,238,222	-	-	5,238,222
Special revenue funds	-	4,560,169	5,998,457	10,558,626
Capital project funds	-	-	961,369	961,369
Permanent funds	-	-	250,014	250,014
<b>TOTAL FUND BALANCES</b>	<b>26,021,087</b>	<b>4,560,169</b>	<b>7,645,841</b>	<b>38,227,097</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 30,292,259</b>	<b>\$ 4,571,367</b>	<b>\$ 8,291,057</b>	<b>\$ 43,154,683</b>

See notes to financial statements.

## TOWN OF WESTFORD, MASSACHUSETTS

## GOVERNMENTAL FUNDS

## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FOR THE YEAR ENDED JUNE 30, 2008

## UNAUDITED

	General Fund	Community Preservation Act Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>Revenues:</b>				
Property taxes	\$ 51,561,035	\$ 1,220,210	\$ -	\$ 52,781,245
Exercises	2,928,735	-	-	2,928,735
Penalties, interest and other taxes	511,098	-	-	511,098
Charges for services	-	-	4,723,188	4,723,188
Intergovernmental:	25,879,107	1,190,322	3,768,918	30,838,347
Licenses and permits	1,337,465	-	-	1,337,465
Fines and forfeitures	22,945	-	-	22,945
Investment income	622,862	392,164	282,778	1,297,804
Miscellaneous	501,029	10,000	67,839	578,868
Total Revenues	<u>83,364,276</u>	<u>2,812,696</u>	<u>8,842,723</u>	<u>95,019,695</u>
<b>Expenditures:</b>				
Current:				
General government	4,198,155	2,154,592	188,774	6,541,521
Public safety	6,963,915	-	79,480	7,043,395
Education	48,120,688	-	5,746,851	53,867,539
Public works	5,180,006	-	1,563,975	6,743,981
Health and human services	809,785	-	718,291	1,528,076
Culture and recreation	1,978,164	-	639,305	2,617,469
Employee benefits	8,660,667	-	-	8,660,667
Miscellaneous	-	-	34,217	34,217
Debt service	12,246,124	795,495	-	13,041,619
Intergovernmental	348,768	-	-	348,768
Total Expenditures	<u>88,506,272</u>	<u>2,950,087</u>	<u>8,970,893</u>	<u>100,427,252</u>
Excess (deficiency) of revenues over expenditures	(5,141,996)	(137,391)	(128,170)	(5,407,557)
<b>Other Financing Sources (Uses):</b>				
Transfers in	459,556	-	100,000	559,556
Transfers out	(417,851)	-	(420,535)	(838,386)
Total Other Financing Sources (Uses)	<u>41,705</u>	<u>-</u>	<u>(320,535)</u>	<u>(278,830)</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	(5,100,291)	(137,391)	(448,705)	(5,686,387)
Fund Equity, at Beginning of Year	31,121,378	4,697,560	8,094,546	43,913,484
Fund Equity, at End of Year	<u>\$ 26,021,087</u>	<u>\$ 4,560,169</u>	<u>\$ 7,645,841</u>	<u>\$ 38,227,097</u>

## GENERAL FUND

## STATEMENT OF REVENUES AND OTHER SOURCES, AND EXPENDITURES AND OTHER USES - BUDGET AND ACTUAL

FOR THE YEAR ENDED JUNE 30, 2008

UNAUDITED				Variance with
Budgeted Amounts				Final Budget
	Original Budget	Final Budget	Actual Amounts	Positive (Negative)
<b>Revenues and Other Sources:</b>				
Taxes	\$ 51,881,071	\$ 51,881,071	\$ 51,881,071	\$ -
Excise	2,725,000	2,725,000	2,928,735	203,735
Penalties, interest and other taxes	446,000	446,000	511,098	65,098
Intergovernmental:	20,315,630	20,315,630	20,241,063	(74,567)
Licenses and permits	1,055,000	1,055,000	1,337,465	282,465
Fines and forfeits	28,000	28,000	22,945	(5,055)
Investment income	750,000	750,000	622,862	(127,138)
Miscellaneous	409,898	409,898	501,029	91,131
Transfers in	320,535	320,535	459,556	139,021
Use of free cash	3,248,359	3,708,359	3,708,359	-
Use of designated fund balance	3,364,063	3,364,063	3,364,063	-
Total Revenues and Other Sources	84,543,556	85,003,556	85,578,246	574,690
<b>Expenditures and Other Uses:</b>				
General government	4,250,530	4,710,530	4,358,824	351,706
Public safety	7,075,329	7,075,329	6,723,265	352,064
Education	42,304,114	42,304,114	41,754,778	549,336
Public works	4,584,757	4,584,757	5,174,150	(589,393)
Health and human services	855,292	855,292	807,910	47,382
Culture and recreation	2,074,206	2,074,206	2,027,997	46,209
Debt service	12,564,790	12,564,790	12,246,124	318,666
Intergovernmental	362,942	362,942	348,768	14,174
Employee benefits	9,369,290	9,369,290	8,665,667	703,623
Transfers out	417,851	417,851	417,851	-
Other uses-oil spill deficit	537,499	537,499	537,499	-
Other uses-snow and ice deficit	146,956	146,956	146,956	-
Total Expenditures and Other Uses	84,543,556	85,003,556	83,209,789	1,793,767
Excess (deficiency) of revenues and other sources over expenditures and other uses	\$ -	\$ -	\$ 2,368,457	\$ 2,368,457

See notes to financial statements.

Combined Balance Sheet (Unaudited)  
All Fund Types and Account Group

June 30, 2008

	Governmental Fund Types			Proprietary Fund Type		Fiduciary Fund Types Trust and Agency	Account Group General Long-Term Debt	Totals (Memorandum Only)
	General	Special Revenue	Capital Project	Enterprise				
<b>ASSETS</b>								
Cash and cash equivalents	\$ 29,341,774	\$ 7,081,522	\$ 1,189,218	\$ 1,712,647	\$ 5,568,496	\$ -	\$ -	\$ 44,893,656
Cash held by others	-	-	-	-	47,419	-	-	47,419
Receivables:		11,198	-	-	-	-	-	11,198
Property Taxes	427,653	-	-	-	-	-	-	427,653
Prepaid Property Taxes	-	-	-	-	-	-	-	-
Tax Title	259,201	-	-	-	-	-	-	259,201
Tax Foreclosure	227,591	-	-	-	-	-	-	227,591
Excises	263,632	-	-	-	-	-	-	263,632
Charges for services	-	-	-	659,088	-	-	-	659,088
Street betterments	73,794	-	-	-	-	-	-	73,794
Due from other governments	-	-	-	-	-	-	-	-
Amt provided for the ret anticipation notes	-	-	385,000	954,000	-	-	-	1,339,000
Amt provided for the ret gen long-term debt	-	7,025,000	-	10,959,672	-	-	69,423,625	87,408,297
<b>Total Assets</b>	<b>\$ 30,593,644</b>	<b>\$ 14,117,720</b>	<b>\$ 1,574,218</b>	<b>\$ 14,285,407</b>	<b>\$ 5,615,915</b>	<b>\$ -</b>	<b>\$ 69,423,625</b>	<b>\$ 135,610,528</b>
<b>LIABILITIES AND FUND EQUITY</b>								
<b>Liabilities:</b>								
Warrants payable	\$ 1,381,355	\$ 230,748	\$ 24,725	\$ 91,177	\$ 54,410	\$ -	\$ -	\$ 1,782,414
Payroll Withholdings	921,733	-	-	-	-	-	-	921,733
Deferred revenues	(56,720)	11,198	-	659,088	-	-	-	613,566
Overlay	1,308,590	-	-	-	-	-	-	1,308,590
Anticipation notes payable	-	-	385,000	954,000	-	-	-	1,339,000
General obligation bonds payable	-	7,025,000	-	10,959,672	-	-	69,423,625	87,408,297
Tailings/Refunds	68,371	-	-	-	-	-	-	68,371
Other Liabilities	-	-	-	70,946	1,263,458	-	-	1,334,404
<b>Total Liabilities</b>	<b>\$ 3,623,329</b>	<b>\$ 7,266,945</b>	<b>\$ 409,725</b>	<b>\$ 12,734,882</b>	<b>\$ 1,317,868</b>	<b>\$ -</b>	<b>\$ 69,423,625</b>	<b>\$ 94,776,374</b>
<b>Fund Equity:</b>								
Reserved for encumbrances	1,218,636	-	-	49,460	-	-	-	1,268,097
Reserved for endowment	-	-	-	-	429,400	-	-	429,400
Reserved for Expenditures	1,146,170	2,584,134	-	672,394	-	-	-	4,402,698
Reserved for Petycash	3,500	-	-	-	-	-	-	3,500
Unreserved/undesignated	6,410,754	4,266,641	1,164,493	-	3,868,647	-	-	15,710,535
Other (Premium on Bonds)	-	-	-	-	-	-	-	-
Designated for premium on anticipation notes	-	-	-	-	-	-	-	-
Designated for debt service	18,737,742	-	-	-	-	-	-	18,737,742
Designated for debt exclusion reduction	318,665	-	-	-	-	-	-	318,665
Designated for appropriation deficits	(865,152)	-	-	-	-	-	-	(865,152)
Designated for teacher deferral	-	-	-	-	-	-	-	-
Retained earnings	-	-	-	828,670	-	-	-	828,670
<b>Total Fund Equity</b>	<b>\$ 26,970,315</b>	<b>\$ 6,850,775</b>	<b>\$ 1,164,493</b>	<b>\$ 1,550,525</b>	<b>\$ 4,298,047</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,834,154</b>



**TOWN OF WESTFORD**  
**FY 2008 Budget Basis - General Fund**

DEPARTMENT/Purpose	FY2007 Encumbered & Carried Fwd	A.T.M. 5/07 Budget	A.T.M. 05/07 Act/Transf	S.T.M. 10/07 S.T.M. 05/08 Act/Transf	Comp Reserve	Reserve Fd Transfers	Expended	FY 2008 Encumbered & Carried Fwd	Closed to Fund Balance
122 SELECTMEN Expenses Capital	1,220.00 13,201.21	11,859.00 -	- -	- -	- -	7,240.00 -	19,689.38 -	- 13,201.21	629.62 -
123 TOWN MANAGER Personal Services Expenses Capital	- 66,668.69	302,175.00 63,200.00	- -	- 10,000.00	5,720.00 -	- 76,920.00	271,830.45 123,726.68	- 8,320.79	36,064.55 18,072.53
							45,616.89	21,051.80	-
131 FINANCE COMMITTEE Expenses Reserve Fund	110.00 -	8,180.00 197,000.00	- -	- 50,000.00	- -	- (223,989.75)	6,194.41 -	110.00 -	1,985.59 18,010.25
132 FINANCE DIRECTOR Personal Services Expenses Capital	- 20,000.00	192,252.00 46,450.00	- -	- -	18,970.68 -	- -	211,222.68 43,149.69	- 3,300.00	- 0.31
								20,000.00	-
133 TOWN ACCOUNTANT Personal Services Expenses	- 7,007.19	184,080.00 7,475.00	- -	- -	6,506.00 -	- -	190,309.44 8,770.05	- 5,100.00	276.56 612.14
141 ASSESSORS Personal Services Expenses	- 32,816.00	230,380.00 22,500.00	- -	- -	11,162.94 -	- -	241,542.94 38,688.52	- 10,000.00	- 6,627.48
145 TAX COLLECTOR Personal Services Expenses	- 2,800.00	163,663.00 63,015.00	- -	- -	10,677.13 -	- -	174,340.13 55,824.97	- 7,117.97	- 2,872.06
151 LEGAL SERVICES Expenses	31,727.11	225,000.00	-	-	-	-	216,344.56	32,286.55	8,196.00
152 HUMAN RESOURCES Personal Services Expenses Comp Reserve	- 2,000.00 -	170,798.00 27,854.00 200,000.00	- -	- -	- -	- -	156,577.58 17,226.89	- 11,626.82	14,220.42 1,000.29
								-	73,502.81
155 TECHNOLOGY Personal Services Expenses Capital	- 17,826.03 386,250.62	248,950.00 699,165.00 -	- -	- 401,700.00	13,278.23 -	- 19,896.55	262,228.23 690,790.81	- 14,035.15	- 32,061.62
							590,500.08	197,450.54	-

DEPARTMENT/Purpose	FY2007		A.T.M. 5/07	A.T.M. 05/07	S.T.M. 10/07	S.T.M. 05/08	Comp Reserve	Reserve Fd Transfers	Expended	FY2008 Encumbered & Carried Fwd	Page 2 of 5 Closed to Fund Balance
	Encumbered & Carried Fwd	Budget									
161 TOWN CLERK											
Personal Services	-	190,395.00	-	-	-	-	8,942.42	-	188,755.61	-	10,581.81
Expenses	3,300.00	22,195.00	-	-	30,000.00	-	-	15,845.35	24,272.09	44,125.00	2,947.26
Capital	8,352.80	-	-	5,500.00	-	-	-	-	-	13,852.80	-
170 PERMITTING											
Personal Services	-	143,210.00	-	-	-	-	-	-	95,067.59	-	48,142.41
Expenses	1,000.00	8,100.00	-	-	-	-	-	-	7,110.87	-	1,989.13
171 CONSERVATION COMMISSION											
Personal Services	-	64,339.00	-	-	-	-	4,991.83	-	69,330.83	-	-
Expenses	250.00	4,810.00	-	-	-	-	-	-	3,885.95	625.00	549.05
175 PLANNING BOARD											
Personal Services	-	55,819.00	-	-	-	-	3,414.01	-	59,233.01	-	-
Expenses	16,187.00	57,100.00	-	-	-	-	-	-	33,058.78	17,400.00	22,828.22
Capital	76,300.00	-	-	-	-	-	-	-	56,050.00	20,250.00	-
176 ZONING BD OF APPEALS											
Expenses	1,000.00	7,000.00	-	-	-	-	-	-	3,141.05	1,150.00	3,708.95
Capital	5,000.00	-	-	-	-	-	-	-	4,900.00	-	100.00
179 GIS											
Personal Services	-	56,106.00	-	-	-	-	2,538.09	-	58,644.09	-	-
Expenses	46,184.00	58,000.00	-	-	-	-	-	-	59,552.29	15,851.49	28,780.22
Capital	200.00	-	-	-	-	-	-	-	-	-	200.00
192 TOWN HALL											
Personal Services	-	43,439.00	-	-	-	-	-	-	42,781.34	-	657.66
Expenses	17,611.75	137,200.00	-	-	370,000.00	-	-	31,000.00	104,088.36	434,635.30	17,088.09
Capital	60,000.00	-	-	50,000.00	-	-	-	-	59,197.00	50,803.00	-
Bill of Prior Year	-	-	-	-	-	-	-	-	-	-	-
GENERAL GOVERNMENT	817,012.40	3,906,713.00	-	457,200.00	460,000.00	-	(40,295.86)	(73,087.85)	4,233,543.24	942,293.42	351,705.03
210 POLICE											
Personal Services	213,560.00	3,677,054.00	-	-	-	-	-	-	3,573,624.93	-	316,989.07
Expenses	10,600.00	369,616.00	-	-	-	-	-	24,000.00	398,950.11	5,227.94	37.95
Capital	2,180.00	-	-	122,000.00	-	-	-	-	124,170.72	-	9.28
220 FIRE											
Personal Services	15,000.00	2,089,318.00	-	-	-	-	8,012.02	-	2,112,330.00	-	0.02
Expenses	3,531.64	212,170.00	-	-	-	-	-	-	204,926.70	577.74	10,197.20
Capital	-	-	-	117,700.00	-	-	-	18,000.00	135,307.60	-	392.40

DEPARTMENT/Purpose	FY2007 Encumbered & Carried Fwd	A.T.M. 5007 Budget	A.T.M. 0507 Atr/Transf	S.T.M. 1007 Atr/Transf	Comp Reserve	Reserve Fd Transfers	Expended	FY2008 Encumbered & Carried Fwd	Page 3 of 5 Closed to Fund Balance
241 BUILDING DEPARTMENT									
Personal Services	-	231,344.00	-	-	-	-	221,348.99	-	9,995.01
Expenses	3,663.73	23,649.00	24,000.00	-	-	-	39,087.19	3,100.00	9,125.54
244 SEALER WEIGHTS & MEASURES									
Personal Services	-	-	-	-	-	-	-	-	-
Expenses	-	3,000.00	-	-	-	-	3,000.00	-	-
291 EMERGENCY MGMT									
Personal Services	-	7,000.00	-	-	-	-	7,000.00	-	-
Expenses	-	6,695.00	-	-	-	-	6,559.23	-	135.77
Capital	-	-	-	-	-	-	-	-	-
292 ANIMAL CONTROL									
Personal Services	-	118,058.00	-	-	1,913.03	-	119,971.03	-	-
Expenses	1,595.00	22,800.00	-	-	-	-	19,786.83	675.12	3,933.05
Offset	-	(36,000.00)	-	-	-	-	(36,000.00)	-	-
Capital	-	-	-	-	-	-	-	-	-
294 TREE WARDEN									
Personal Services	-	2,000.00	-	-	-	-	-	2,000.00	-
Expenses	2,100.00	33,000.00	-	-	-	-	33,851.44	-	1,248.56
PUBLIC SAFETY	252,230.37	6,759,704.00	263,700.00	-	9,925.05	42,000.00	6,963,914.77	11,580.80	352,063.85
305 WESTFORD PUBLIC SCHOOLS									
Capital	412,710.49	41,342,317.00	-	-	-	-	40,860,391.11	556,236.54	338,399.84
	872,242.67	308,000.00	-	-	-	-	968,455.48	850.00	210,937.19
310 NASHOBA VALLEY TECH EDUCATION									
	-	653,797.00	-	-	-	-	653,797.00	-	549,337.03
	1,284,953.16	41,996,114.00	308,000.00	-	-	-	42,482,643.59	557,086.54	-
410 ENGINEERING									
Personal Services	-	145,097.00	-	-	2,254.00	-	144,666.87	-	2,684.13
Expenses	13,092.09	20,400.00	-	-	-	-	32,631.72	-	860.37
Capital	87,620.03	-	15,000.00	-	-	-	25,850.00	76,770.03	-
421 HIGHWAY									
Personal Services	-	1,127,656.00	-	(40,000.00)	8,084.36	-	1,095,740.36	-	-
Expenses	111,024.07	885,715.00	-	40,000.00	-	3,300.00	1,017,393.88	19,305.87	3,339.32
Capital	102,504.24	-	225,000.00	215,000.00	-	-	189,940.00	342,487.60	10,076.64
423 SNOW & ICE									
Personal Services	-	76,000.00	-	-	-	-	273,338.07	-	(197,338.07)
Expenses	-	274,345.00	-	-	-	-	726,728.82	-	(452,383.82)
427 STORMWATER MGMT									
Personal Services	-	65,000.00	-	-	-	-	119,287.15	41.69	2,197.10
Expenses	56,525.94	-	-	-	-	-	-	-	-

DEPARTMENT/PURPOSE	FY2007		A.T.M. 5/07 Budget	A.T.M. 05/07		S.T.M. 10/07		Comp Reserve	Reserve Fd Transfers	Expended	FY2008 Encumbered & Carried Fwd	Page 4 of 5 Closed to Fund Balance	
	Encumbered & Carried Fwd	Art/Transf		Art/Transf	S.T.M. 05/08 Art/Transf								
432 RECYCLING Recycling Expenses	16,740.72	-	189,583.00	-	-	-	-	-	-	206,323.72	-	-	-
433 SOLID WASTE Solid Waste Expenses	56,887.44	-	1,270,504.00	-	-	-	-	-	-	1,287,545.30	-	-	-
Capital	125,000.00	-	-	-	-	-	-	-	-	-	125,000.00	39,846.14	-
440 SEWERAGE COLLECTION Expenses	-	-	5,000.00	-	-	-	-	-	-	3,677.68	-	1,322.32	-
491 CEMETERY Personal Services	-	-	38,003.00	-	-	-	-	1,615.20	-	39,618.20	-	-	-
Expenses	67.20	-	17,200.00	-	-	-	-	-	-	17,264.30	-	2.90	-
<b>PUBLIC WORKS</b>	569,461.73	215,000.00	4,114,503.00	240,000.00	215,000.00	11,953.56	3,300.00	5,180,066.07	563,605.19	(589,392.97)	-	-	-
510 BOH/ENVIRONMENTAL Personal Services	-	-	324,214.00	-	-	3,873.35	-	325,033.88	-	325,033.88	-	3,053.47	-
Expenses	6,434.69	-	55,070.00	-	-	-	-	32,238.48	-	52,000.00	24,066.21	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-	-
539 ADULT SUPPORTIVE DAY Personal Services	-	-	86,166.00	-	-	1,157.71	-	87,323.71	-	87,323.71	-	-	-
Expenses	-	-	8,432.00	-	-	-	-	8,432.00	-	-	-	-	-
Offset	-	-	(70,000.00)	-	-	-	-	(70,000.00)	-	-	-	-	-
540 SENIOR CENTER Personal Services	-	-	127,521.00	-	-	4,033.90	-	129,024.87	-	129,024.87	-	2,530.03	-
Expenses	430.00	-	32,330.00	-	-	-	-	25,717.43	-	2,393.60	4,648.97	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-	-
541 COUNCIL ON AGING Personal Services	-	-	169,600.00	-	-	-	-	167,496.15	-	167,496.15	-	2,103.85	-
Expenses	1,299.44	-	78,594.00	-	-	-	-	78,137.37	-	1,755.37	70,560.00	0.70	-
Capital	73,620.00	-	-	-	-	-	-	3,060.00	-	-	-	-	-
542 VETERANS SERVICES Personal Services	-	-	7,800.00	-	-	-	-	7,440.00	-	7,440.00	-	360.00	-
Expenses	-	-	26,500.00	-	-	-	-	15,881.32	-	15,881.32	-	10,618.68	-
<b>HUMAN SERVICES</b>	81,784.13	-	846,227.00	-	-	9,064.96	-	809,785.21	79,908.97	-	-	47,381.91	-
610 LIBRARY Personal Services	-	-	1,065,687.00	-	-	-	-	1,047,848.86	-	1,047,848.86	-	17,838.14	-
Expenses	-	-	335,425.00	-	-	-	27,473.00	352,302.29	304.99	352,302.29	21,475.21	10,290.72	-
Capital	32,768.96	44,100.00	-	-	42,500.00	-	-	96,043.84	-	-	-	1,849.91	-



DEPARTMENT/Purpose	FY2007 Encumbered & Carried Fwd	A.T.M. 5/07 Budget	A.T.M. 05/07 Avail/Transf	Comp Reserve	Reserve Fd Transfers	Expended	FY2008 Encumbered & Carried Fwd	Closed to Fund Balance
630 RECREATION								
Personal Services	-	175,186.00	-	3,202.58	-	178,388.58	-	-
Expenses	1,004.00	11,950.00	-	-	314.85	18,667.30	799.63	6,601.92
Offset	-	(4,200.00)	-	-	-	(4,200.00)	-	-
Capital	71,406.00	-	17,000.00	-	-	30,690.94	74,506.00	7,409.06
650 PARKS-GROUNDS BLDG MAINT								
Personal Services	-	180,319.00	-	6,149.71	-	186,468.71	-	-
Expenses	-	32,500.00	-	-	-	32,101.90	-	398.10
Offset	-	(62,000.00)	-	-	-	(62,000.00)	-	-
Capital	21,898.61	-	-	-	-	21,387.08	511.53	-
660 LAND MANAGEMENT								
Personal Services	-	-	-	-	-	-	-	-
Expenses	-	50,000.00	-	-	-	48,866.21	1,133.79	-
Capital	25,000.00	-	50,000.00	-	-	24,992.22	50,000.00	7.78
670 HISTORICAL COMMISSION								
Expenses	1,019.78	16,600.00	-	-	-	6,606.64	9,200.00	1,813.14
Capital	2,400.00	-	45,000.00	-	-	-	47,400.00	-
673 ROUDENBUSII COMM CTR								
Personal Services	-	64,219.00	-	-	-	65,699.90	-	(1,480.90)
Offset	-	(64,219.00)	-	-	-	(65,700.00)	-	1,481.00
CULTURE & RECREATION	155,497.35	1,801,467.00	156,100.00	9,352.29	27,787.85	1,978,164.47	205,331.15	46,208.87
710 DEBT SERVICE								
Expenses	-	10,140,598.00	-	-	-	9,821,932.75	-	318,665.25
DEBT SERVICE	-	10,140,598.00	-	-	-	9,821,932.75	-	318,665.25
945 UNCLASSIFIED								
Employee Benefits	-	8,929,290.00	-	440,000.00	-	8,660,667.15	5,000.00	703,622.85
State Assessments	-	-	-	-	-	348,768.00	-	(348,768.00)
NON-DEPARTMENTAL	-	8,929,290.00	-	440,000.00	-	9,009,435.15	5,000.00	354,854.85
OPERATING BUDGETS	3,160,939.14	78,494,616.00	1,425,000.00	1,194,500.00	0.00	80,479,425.25	2,364,806.07	1,430,823.82

TOWN OF WESTFORD  
FY 2008 Budget Basis - Water Enterprise Fund

DEPARTMENT/Purpose	FY2007 Encumbered & Carried Fwd	A.T.M. 5/07 Budget	A.T.M. 05/07 Art/Transf	S.T.M. 10/07 S.T.M. 05/08 Art/Transf	Comp Reserve	Reserve Fd Transfers	Expended	FY2008 Encumbered & Carried Fwd	Closed to Fund Balance
OPERATING:									
Personal Services	-	913,882.00	-	-	-	-	895,207.33	-	18,674.67
Expenses	33,451.02	1,524,560.00	-	-	-	-	1,467,189.70	49,460.47	41,360.85
	33,451.02	2,438,442.00	-	-	-	-	2,362,397.03	49,460.47	60,035.52
CAPITAL:									
	625,398.77	691,726.00	30,000.00	347,400.00	-	-	1,465,670.76	223,639.45	5,214.56
	625,398.77	691,726.00	30,000.00	347,400.00	-	-	1,465,670.76	223,639.45	5,214.56
WATER ENTERPRISE TOTAL	658,849.79	3,130,168.00	30,000.00	347,400.00	-	-	3,828,067.79	273,099.92	65,250.08

TOWN OF WESTFORD  
FY 2008 Budget Basis - Ambulance Enterprise Fund

DEPARTMENT/Purpose	FY2007 Encumbered & Carried Fwd	A.T.M. 5/07 Budget	A.T.M. 05/07 Art/Transf	S.T.M. 10/07 S.T.M. 05/08 Art/Transf	Comp Reserve	Reserve Fd Transfers	Expended	FY2008 Encumbered & Carried Fwd	Closed to Fund Balance
OPERATING:									
Personal Services	-	589,116.00	-	-	-	-	539,583.36	-	49,532.64
Expenses	1,981.39	328,735.00	-	-	-	-	321,047.02	-	9,669.37
	1,981.39	917,851.00	-	-	-	-	860,630.38	-	59,202.01
CAPITAL:									
	-	-	212,000.00	29,816.00	-	-	231,548.01	-	10,267.99
	-	-	212,000.00	29,816.00	-	-	231,548.01	-	10,267.99
AMBULANCE ENTERPRISE TOTAL	1,981.39	917,851.00	212,000.00	29,816.00	-	-	1,092,178.39	-	69,470.00

**TOWN OF WESTFORD**  
**Special Revenue Funds - FY 2008**

					Page 1 of 3	
					Balance	
					June 30, 2008	
	Balance			Transfers		
	July 1, 2007	Receipts	Expenditures	In/(Out)		
Fund 250 Federal Grants						
25210215	Bullet Proof Vests OJ-Fed Reim	-	14,155.00	4,800.00	-	9,355.00
25220270	Assist Firefighter Grant-Fed	-	162,000.00	162,000.00	-	-
25510510	BOH DPH Heroin Bsas-Fed	15,730.03	-	745.03	-	14,985.00
25510511	BOH-Medical Reserve-Fed Reim	-	9,044.77	28.00	-	9,016.77
25510512	BOH- Emerg Prep Coalition-Fed	132,942.33	283,066.65	330,810.98	-	85,198.00
25510513	EPS-Local Preparedness-Fed	1,170.00	-	-	-	1,170.00
25510514	BOH-Med Res NAACHO-Fed	10,253.80	5,460.00	1,015.01	-	14,698.79
		160,096.16	473,726.42	499,399.02	-	134,423.56
Fund 255 School Federal Grants						
25139320	Title I-DOE 302 Rollover	9,780.38	-	9,780.38	-	-
25235301	Sped 94-142 DOE 240	67,802.37	-	67,802.37	-	-
25235302	Sped 94-142 DOE 240	-	810,801.00	770,567.62	0.02	40,233.36
25235305	Sped Prog Improv DOE 274	13,405.02	2,724.00	16,129.02	-	-
25235306	Sped Prog Improv DOE 274	-	13,465.00	20,375.12	-	(6,910.12)
25235315	Early Childhood/Sped Alloc	(8,922.06)	10,146.00	1,223.94	-	0.00
25235316	Early Childhood/Sped Alloc	-	20,362.00	19,592.10	-	769.90
25239303	Title I -DOE 305	16,717.46	-	16,717.18	0.28	-
25239304	Title I -DOE 305	-	78,860.00	77,493.96	-	1,366.04
25239307	Title II Teacher Quality 140	13,161.95	-	13,161.96	(0.01)	0.00
25239308	Title II Teacher Quality 140	-	45,093.00	43,509.44	-	1,583.56
25239309	Safe & Drug Free Sch 331	1,440.00	-	1,440.00	-	-
25239310	Safe & Drug Free Sch 331	-	9,724.00	10,253.00	-	(529.00)
25239320	Title I -DOE 302 Rollover	-	13,931.00	13,408.96	(0.12)	522.16
25239311	Title V -DOE 302	3,134.00	3,134.00	6,268.00	-	-
25239312	Title V -DOE 302	-	3,142.00	2,317.26	-	824.74
25239313	Enhanced Ed thru Tech 160	1,045.00	-	1,044.83	0.17	0.00
25239314	Enhanced Ed thru Tech 160	-	2,165.00	1,395.22	-	769.78
		117,564.12	1,013,547.00	1,092,480.36	0.34	38,630.42
Fund 260 State Grants						
26175632	Reg Recreation Trail	1,641.35	-	-	-	1,641.35
26179179	NMCOG-MassGIS	15,359.98	-	-	-	15,359.98
26210217	Community Policing-2007	27,982.26	-	27,982.26	-	-
26210218	Community Policing-2008	-	36,243.00	13,214.56	-	23,028.44
26210299	Police Emerg 911 Reim Grant	-	1,838.16	-	-	1,838.16
26220205	Fire Equipment Grant	5,399.12	-	5,399.12	-	-
26220225	S.A.F.E. Grant-2005	1,345.38	-	1,345.38	-	-
26220226	S.A.F.E. Grant-2006	4,739.26	-	4,391.83	-	347.43
26220227	S.A.F.E. Grant-2007	5,178.17	-	-	-	5,178.17
26220228	S.A.F.E. Grant-2008	-	4,700.00	-	-	4,700.00
26220235	Comm Emerg Response/Fire	4,312.77	-	2,466.47	-	1,846.30
26410417	Smart Growth Eng Reim Grant	-	25,000.00	19,700.00	-	5,300.00
26510515	Tobacco Control Grant	26,942.88	19,210.13	55,662.61	-	(9,509.60)
26510516	Skin Cancer Grant	207.32	-	-	-	207.32
26510517	DEP-Toxic Use Reduc/Reim	(2,852.29)	5,412.29	2,554.07	5.93	(0.00)
26541541	Elders Affairs	3,013.43	21,770.00	22,348.79	-	2,434.64
26541542	Lowell Reg Trans Auth Van-Reim	4,327.11	93,235.72	83,887.35	-	13,675.48
26610610	Library Lig-Meg	32,389.79	29,694.19	34,254.95	-	27,829.03
26610615	Library - LSTA	1,515.58	-	1,515.58	-	-
26630633	Tennis in the Park-Recreation	537.00	-	-	-	537.00
26695695	Arts Lottery Council	4,087.83	4,000.00	5,166.40	-	2,921.43
		136,126.94	241,103.49	279,889.37	5.93	97,335.13

**TOWN OF WESTFORD**  
**Special Revenue Funds - FY 2008**

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		Balance July 1, 2007	Receipts	Expenditures	Transfers In/(Out)	Balance June 30, 2008
<b>Fund 265 School State Grants</b>						
26302339	Transp Software DOE197	-	10,199.00	10,198.97	0.03	0.00
26239338	Safe Schools DOE194	-	1,000.00	999.42	0.58	0.00
26239337	Gifted/Talented DOE586	-	2,260.00	2,000.00	-	260.00
26139334	Early Intervention DOE 574	-	12,500.00	12,500.00	-	-
26131332	Academic Support DOE 632	-	11,500.00	11,500.00	-	-
26302330	Enhanced School Health/DPH	9.90	58,052.00	58,052.00	9.90	(0.00)
26302336	Dept Energy Resource Grt	(32,987.59)	32,987.59	-	-	-
26302340	Underground Tank Grant	-	30,508.00	30,508.00	-	-
		(32,977.69)	159,006.59	125,758.39	10.51	260.00
<b>Fund 270 Receipts Reserved</b>						
27171171	Conservation-Wetlands	82,232.60	17,241.50	2,260.50	-	97,213.60
27491491	Cemetery-Sale of Lots	58,124.31	19,002.42	300.00	-	76,826.73
		140,356.91	36,243.92	2,560.50	-	174,040.33
<b>Fund 280 Town Revolving Funds</b>						
28122110	Scholarship Fund-Twn Tax	10,956.34	752.90	-	-	11,709.24
28122111	Arts & Technology-Twn Tax	868.22	321.20	-	-	1,189.42
28192920	Insurance Recovery-Town	6,797.54	7,746.82	6,284.98	-	8,259.38
28210920	Insurance Recovery-Police	1,295.99	24,796.36	25,599.15	-	493.20
28300920	Insurance Recovery-School	22,063.10	7,458.27	2,333.27	-	27,188.10
28432432	Recycling Revolving 53E1/2	11,724.98	6,825.80	9,183.94	-	9,366.84
28450920	Insurance Recovery-Water	7,485.04	-	-	-	7,485.04
28539539	Adult Supportive Day Care	(10,122.20)	54,535.50	58,767.62	-	(14,354.32)
28541543	Elder & Disabled Tax	28,115.89	14,090.98	10,600.00	-	31,606.87
28630634	Recreation Revolving 53 D	6,563.02	34,813.50	32,372.71	-	9,003.81
28630635	Recreation Programs 53E1/2	21,568.46	272,860.95	294,409.24	20.17	0.00
28630636	Rec-Field Maint Revol 53E1/2	58,800.24	50,041.75	93,976.42	-	14,865.57
28630637	Partnership Children 53E1/2	6,270.08	709,357.50	715,617.18	10.40	0.00
		172,386.70	1,183,601.53	1,249,144.51	30.57	106,813.15
<b>Fund 285 School Revolving Funds</b>						
28303381	School Activity Fees	84,976.32	303,679.69	267,667.43	-	120,988.58
28303385	School Bus Transportation	-	460,345.00	451,025.00	-	9,320.00
28304375	School Building Usage	98,511.72	83,565.48	101,372.14	-	80,705.06
28304376	School Outside Details	1,029.36	57,404.47	55,982.85	-	2,450.98
28304386	WA Parking	34,457.69	16,050.00	20,000.00	-	30,507.69
28310379	Preschool-WA(Integrated)	3,350.09	15,200.00	9,705.56	-	8,844.53
28310380	Preschool-Sped (Integrated)	46,211.80	122,489.00	112,577.60	-	56,123.20
28311378	Sch Extended Day-Elem	183,735.65	284,378.00	229,747.06	-	238,366.59
28320377	Sch Extended Day-Middle	3,385.67	10,310.00	11,137.85	-	2,557.82
28331382	School Lost Books	20,595.57	8,589.05	13,286.84	-	15,897.78
28332384	School Athletic Revolving	81,215.19	405,281.50	451,882.23	-	34,614.46
		557,469.06	1,767,292.19	1,724,384.56	-	600,376.69



**TOWN OF WESTFORD**  
**Special Revenue Funds - FY 2008**

Page 3 of 3

		Balance			Transfers	Balance
		July 1, 2007	Receipts	Expenditures	In/(Out)	June 30, 2008
d 290 Town	Other Spec Rev Funds	-	-	-	-	-
29122951	Affordable Housing Gift	-	-	-	-	-
29122952	East Boston Camps TPL Gift	73,880.00	-	-	-	73,880.00
29122959	Comcast Cable/Public Access Gift	816.78	-	-	-	816.78
29122978	Avalon Gift	-	200,000.00	-	171,450.00	28,550.00
29161161	Extended Polling Hours	-	5,771.00	-	-	5,771.00
29171950	Conservation Comm Gift	86.14	-	-	-	86.14
29171953	Cons Comm-Mass Elec Gift	16,409.95	-	-	-	16,409.95
29175175	PWED	13,492.99	-	-	-	13,492.99
29175954	Plan Bd Xavier Sidewalks Gift	10,000.00	-	-	-	10,000.00
29175962	Plan Bd Summer Village Insp Gift	21,266.86	40,000.00	17,858.91	-	43,407.95
29175965	Plan Bd Summer Village Gift	38,500.00	110,000.00	15,200.00	-	133,300.00
29175968	Plan Bd Minots/Primrose	230,000.00	11,300.00	91,218.78	-	150,081.22
29210990	Drug Investigation	23,300.55	-	179.90	-	23,120.65
29300300	School-Abbot Playground Gift Gift	2,747.74	-	-	-	2,747.74
29410960	Eng- Southgate Gift Gift	45,665.00	-	27,060.00	-	18,605.00
29491950	Cemetery-Amer Legion Gift	600.00	-	-	-	600.00
29510955	BOH-Health Fair Gift	(152.49)	4,816.50	3,931.25	-	732.76
29510956	BOH-AED Defibrillator Gift	641.35	-	-	-	641.35
29510957	BOH-Westford Against Sub Abuse	7,741.50	-	-	-	7,741.50
29510958	BOH-Dental Gift	2,930.53	18,000.00	8,931.00	-	11,999.53
29539969	Adult Supportive Day Gift	5,895.00	-	-	-	5,895.00
29543950	Veteran's Gift	270.00	-	-	-	270.00
29610925	Library Restitution	1,303.91	3,555.06	2,386.44	-	2,472.53
29610930	Library Sunday Hrs	2,252.76	-	2,252.76	-	-
29610950	Library Memorial Book Fee	6,752.61	20,134.50	24,956.14	-	1,930.97
29630950	Recreation Gift	15,543.77	-	500.00	-	15,043.77
29630963	Jack Walsh Field Gift	3,642.40	-	-	-	3,642.40
29691950	Historic Comm Gift	200.00	-	-	-	200.00
29695950	Cultural Council Gift	2,073.04	-	-	-	2,073.04
		525,860.39	413,577.06	194,475.18	171,450.00	573,512.27
d 295 School	Other SRF					
29239350	School Reed Living Lab Donation	703.01	2,800.00	-	-	3,503.01
29239351	School Library Donations	284.96	-	-	-	284.96
29239352	School Blue Cross Donation	5,000.00	-	-	-	5,000.00
29239354	Misc School Donations	-	8,620.00	1,201.84	-	7,418.16
29239356	School Inventors Fair	300.00	200.00	-	-	500.00
29239358	WPC Parent Connection Gift	-	2,225.00	2,000.00	-	225.00
29231359	WA Trustees Gift	-	15,084.00	15,083.93	-	0.07
29302390	School Choice	64,397.02	53,830.00	30,089.06	-	88,137.96
29302391	Foundation Reserve	66,551.28	-	3,175.00	-	63,376.28
29302392	Circuit Breaker Sped DOE#520	179,987.00	231,456.00	250,000.00	-	161,443.00
		317,223.27	314,215.00	301,549.83	-	329,888.44
220	School Lunch	263,502.11	1,521,148.62	1,532,632.78	-	252,017.95
240	Community Preservation	4,992,389.65	2,712,341.12	3,195,087.31	-	4,509,643.46
299	Title V	32,743.93	1,089.31	-	-	33,833.24
		5,288,635.69	4,234,579.05	4,727,720.09	-	4,795,494.65
TOTALS		7,382,741.55	9,836,892.25	10,197,361.81	171,497.35	6,850,774.64

TOWN OF WESTFORD  
Capital Projects Funds - FY 2008

Town Fund 310 Org/Obj	Description	FY 2007 Balance Fwd	Revenue Bans/Bonds	Transfer/ Expended	Continued Appropriation	Close to General Fund
31123740	Brookside Dam Repair 5/03 #13	12,156.49	-	-	12,156.49	-
31175717	Sidewalk Acqr/Planning	49,623.20	-	-	49,623.20	-
31175718	Stoney Brook Ctr Master Pln	3,506.28	-	-	3,506.28	-
31192710	Paint Town Hall/Cameron	1,804.30	-	-	1,804.30	-
31210720	Design New Police Station'	-	-	-	0.00	-
31210721	Police Station Construction	54,746.60	-	-	54,746.60	-
31210723	Town Hall Police Fire Lot	29,821.98	-	-	29,821.98	-
31220722	New Fire Station	-	-	-	0.00	-
31410738	Town Center Sewer Project	320,534.62	-	320,534.62	0.00	-
31421741	Hwy A&E A09S111300	(125,715.04)	-	-	(125,715.04)	-
31421742	Hwy Garage STM 11/00 Art7	1,000.00	-	-	1,000.00	-
31421743	Hwy Garage Const 5/01 #12	532,793.29	-	55,594.59	477,198.70	-
31491749	Cemetery Development Fund	1,856.24	-	-	1,856.24	-
31541433	Cameron Sr Ctr A&E 5/07 #12	-	385,000.00	58,502.57	326,497.43	-
31541730	Cameron Restoration	2,148.26	-	-	2,148.26	-
31630735	Recreational and Athletic	1,764.39	-	-	1,764.39	-
Total Town Capital		886,040.61	385,000.00	434,631.78	836,408.83	-

School Fund 320 Org/Obj	Description	FY 2007 Balance Fwd	Revenue Bans/Bonds	Expended	Continued Appropriation	Close to General Fund
32312767	Nabnasset Construction	20,646.10	-	-	20,646.10	-
32314763	Abbot Septic 11/01 Art# 5	4,196.85	-	-	4,196.85	-
32316766	Day School Sewer	28,420.00	-	-	28,420.00	-
32322761	Middle School Const-Stonybrook	213,714.53	-	10,778.30	202,936.23	-
32320751	Elem Schools Construction	403,390.57	-	242,685.14	160,705.43	-
32331765	Westford Academy Construction	37,457.26	-	-	37,457.26	-
32339760	Modular School Buildings	71,566.95	-	-	71,566.95	-
Total School Capital		779,392.26	0.00	253,463.44	525,928.82	-

Highway Improv Fund 230 Highway Chapter 90	July 1, 2007 Balance	Receipts	Expenditures	Transfers	June 30, 2008 Balance
	999.39	1,228,402.96	1,427,246.98	-	(197,844.63)

Trust Funds Accuracy  
Fiscal Year 2008

## Non-Expendable Trusts:

	Fund Balance July 1, 2007	Receipts	Investment Income	Expenditures	Transfers In/(Out)	Balance June 30, 2008
810 Cemetery Perpetual Care	247,024.50	21,960.00	-	-	-	268,984.50
Charles Colburn Cem	1,500.00	-	-	-	-	1,500.00
William Wright Cem	5,000.00	-	-	-	-	5,000.00
Lyman Wilkins Cem	1,413.11	-	-	-	-	1,413.11
J.H. Fleicher Cem	1,500.00	-	-	-	-	1,500.00
Alonzo Reed Cem	1,500.00	-	-	-	-	1,500.00
Metcalf & Soldiers	1,300.00	-	-	-	-	1,300.00
Library Book Fund	13,000.00	-	-	-	-	13,000.00
Library Lecture Fund	30,000.00	-	-	-	-	30,000.00
Library All Purpose	17,347.58	-	-	-	-	17,347.58
Library Trustee	58,354.35	-	-	-	-	58,354.35
Ellen Rainville Educ	17,000.00	-	-	-	-	17,000.00
Whitney Shade Tree	2,500.00	-	-	-	-	2,500.00
Whitney Education	10,000.00	-	-	-	-	10,000.00
	407,439.54	21,960.00	-	-	-	429,399.54

## Expendable Trusts:

820 Conservation Fund	130,180.06	10,000.00	4,470.34	9,686.18	-	134,964.22
Cemetery Perpetual Care	13,181.67	-	13,178.31	13,446.98	-	12,913.00
Charles Colburn Cem	3,339.86	-	231.43	-	-	3,571.29
William Wright Cem	2,991.57	-	382.10	-	-	3,373.67
Lyman Wilkins Cem	4,768.59	-	296.08	-	-	5,064.67
J.H. Fleicher Cem	2,353.92	-	187.09	-	-	2,541.01
Alonzo Reed Cem	6,501.70	-	382.58	-	-	6,884.28
Metcalf & Soldiers	8,591.91	-	472.43	-	-	9,064.34
Library Book Fund	1,223.72	-	680.09	-	-	1,903.81
Library Lecture Fund	921.52	-	1,457.46	1,155.00	-	1,223.98
Library All Purpose	49.07	-	818.00	710.94	-	156.13
Library Trustee	2,885.38	-	2,833.56	3,194.22	-	2,524.72
J.V. Fleicher Library	126,212.84	-	5,369.12	26,767.06	-	104,814.90
Ellen Rainville Educ	446.83	-	818.70	943.12	-	322.41
Whitney Shade Tree	14,267.76	-	801.72	-	-	15,069.48
Whitney Playground	31,296.07	-	1,971.17	100.11	-	33,167.13
Affordable Housing Trust	385,717.28	1,000.00	9,351.65	46,310.00	100,000.00	449,758.93
Stabilization Fund	2,895,466.69	-	138,443.44	-	-	3,033,910.13
E Vance Library Stock	50,824.93	-	(3,405.75)	-	-	47,419.18
	3,681,221.37	11,000.00	178,739.52	102,313.61	100,000.00	3,868,647.28

## TOTALS

4,088,660.91	32,960.00	178,739.52	102,313.61	100,000.00	4,298,046.82
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Office of the Tax Collector										Cheryl Accardi, CMMC Collector		
YEAR	7/1/2007	Commitments	Abatements	Refunds	Collections	ADDED TO TAX TITLE	ADDED TO DEFERRED	ADJ	6/30/2008 Balance			
REAL ESTATE												
2008		51,574,950.76	(250,588.60)	152,877.31	(50,952,815.85)	(35,864.74)	(31,442.94)	(18,938.32)	438,177.62			
2007	388,403.22		(20,826.73)	3,644.09	(328,812.30)	(56,678.99)	(6,823.38)	267.36	(20,826.73)			
TOTAL \$	388,403.22	\$ 51,574,950.76	\$ (271,415.33)	\$ 156,521.40	\$ (51,281,628.15)	\$ (92,543.73)	#####	\$ (18,670.96)	\$ 417,350.89			
EXCISE												
2008		2,535,567.65	(56,628.55)	23,607.91	(2,303,314.57)			23.93	199,256.37			
2007	190,684.65	411,297.33	(20,857.98)	18,652.70	(576,857.61)			5.66	22,924.75			
2006	29,295.85	54,383.59	(2,921.26)	2,747.74	(73,427.03)				10,078.89			
2005	12,589.84	14,006.57	(894.16)	894.16	(16,432.31)				10,164.10			
PRIOR	22,433.78		(1,614.69)		(4,499.91)				16,319.18			
TOTAL	\$ 255,004.12	\$ 3,015,255.14	\$ (82,916.64)	\$ 45,902.51	\$ (2,974,531.43)			\$ 29.59	\$ 258,743.29			
PERSONAL PROPERTY												
2008		832,785.49	(105.84)	4,657.38	(824,019.17)			(3,264.61)	10,053.25			
2007	2,335.97		(567.99)	9.32	(1,693.81)			(2.02)	81.47			
PRIOR	224.89		(1,695.13)	1,643.14					172.90			
TOTAL \$	2,560.86	\$ 832,785.49	\$ (2,368.96)	\$ 6,309.84	\$ (825,712.98)			\$ (3,266.63)	\$ 10,307.62			
COMMUNITY PRESERVATION ACT												
2008		1,245,201.37	(22,604.74)	2,129.93	(1,213,072.93)	(572.65)		(455.68)	10,625.30			
2007	8,313.42		(624.80)		(7,091.27)	(1,221.48)		(0.67)	(624.80)			
TOTAL \$	8,313.42	\$ 1,245,201.37	\$ (23,229.54)	\$ 2,129.93	\$ (1,220,164.20)	\$ (1,794.13)		\$ (456.35)	\$ 10,000.50			



## FIRE DEPARTMENT

Organized in 1908, we proudly celebrated 100 years of dedicated service as a Fire Department. Thanks to the residents of Westford, fund raising efforts provided us the opportunity to remember,

Richard J. Rochon  
*Fire Chief*

commemorate and honor firefighters for their sacrifice, service and loyalty. Our celebration started with the Apple Blossom parade, and we were honored to be able to march at the front of the parade instead of in our usual spot at the end. For this, we extend a special thanks to the Kiwanis. An antique muster and parade was held in July, representing the advance in technology in the fire service. Many people tried their hand at pumping old hand tub fire engines. Our final event was a gala event, the Inaugural Firefighters Ball. The evening was full of good cheer, traditions, rejoicing and a time of reflection. On this night firefighters were recognized for their years of service, hard work and sacrifice. Two firefighters were honored with the highest fire service awards the Westford Fire Department can bestow: inaugural Firefighter St. Onge Medal of Honor to Firefighter Stephen Wyke and the inaugural Lt. Harrington Medal of Valor to Firefighter Daniel Britko. I would like to thank the entire committee on a job well done throughout the year.



Our year of celebration also brought sorrow, reminding us of how fragile our lives are. We lost two very dedicated members of our department in 2008. Firefighter Richard Green, who was an active call member for 21 years, passed away unexpectedly in April of 2008. Firefighter Green received full honors for an active duty firefighter, bringing firefighters from many communities to celebrate his life. We also lost a long-time stalwart member of our call department, Captain Harold Fletcher Sr., who served on this department for over 50 years. Captain Fletcher is best remembered for his participation in organizing the fire department's first emergency medical services with its first ambulance in 1947.



## Ice Storm – December 2008

Westford was faced with a difficult ice storm that impacted the entire area resulting in the Governor declaring a state of emergency to assist in handling the event. In some cases the residents of Westford were without power for over a week. The Fire Department responded to the needs of the residents as a result of a winter storm event. This event proved to have immediate challenges along with challenges throughout the storm. At the early onset of the storm, the department's three fire stations were isolated from one another impeding personnel from getting from one part of town to the other. Faced with these challenges, the department decided to maintain additional staff coverage at all 3 stations until such time that the major roads openings were made possible.

## Grants

The Town has been very fortunate over the last fiscal year with grants receiving \$1,037,048.17 from the State for Student Awareness Fire Education (SAFE) over seen by Fire Prevention Officer Don Parsons. The SAFER grant gave the town the ability to finally staff the Rogers Station on a 24 hour basis, something the department had been requesting and again identified in a Fire Study preformed for the town. This important grant could not have been possible if it were not for the hard work of Lieutenant Jim Barrett, the commitment and support of the Board of Selectmen, Town Manager, Finance Committee and YOU the public. If it were not for everyone's multiyear commitment this could not have been accomplished and I must extend a heartfelt thanks to all involved.



New employees hired by the Federal Grant

## Capital Program

The capital program as I have said in the past is a concern for us and is compounded by the state of the economy. As we continue to defer replacement of equipment we will continue to be faced with higher repair bills as well as unreliable equipment and possibly lessening our readiness. With the establishment of a newly formed Capital Planning Committee we hope to work with this committee to help plan regular replacement of equipment for the department.



## **Training**

Knowledgeable and highly trained firefighters are a tremendous asset to both the department and the public they serve. Because of the ever-changing hazards faced by the firefighter, training is the only opportunity for the firefighter to stay current and safe in an increasingly dangerous working environment. Knowledgeable and highly skilled firefighters are more likely to perform their functions in a safe and efficient manner, and is less likely to be injured. The department continues to look for ways to reduce the cost to train our personnel, and will be impacted by cuts in the next fiscal year budget which can be a tremendous challenge for us. I would like to thank Training Directors Lieutenant Benoit and David O'Keefe for all their hard work keeping our people trained throughout the year.

## **Honor Guard**

Over the past several years the department has had its own honor guard that was developed to honor and respect the members of the department and our community. Through their fundraising efforts this past year, this group has increased their ranks to include the bagpipes and drums. The hard work and dedication of these individuals have brought a very impressive and honorable program to the department. We congratulate them on a very successful year and look forward for their continued success for years to come.



## **Thank You**

I would again like to welcome the new Town Manager Jodi Ross and thank her for her support. I would also like to thank the department heads, Board of Selectmen and the townspeople for all of your support throughout the year. Special thanks goes to Office Manager Joe Joyce for all of his hard work and dedication throughout the year. We also say good bye to our State Representative, the Honorable Geoff Hall, who has always been a supporter of the Fire Service endorsing and supporting legislative issues that have improved fire safety throughout the Commonwealth and thank him for his support and wish him well in his retirement. I would also like to thank the surrounding departments for their continued support of the mutual aid system. My family has always been a source of inspiration and I appreciate all of their support all year long and how proud I am of Maria and Kayla for all their hard work throughout the year in school and in the sports that they do.



**Fire Chief**  
Richard J. Rochon

**Deputy Fire Chief**  
Unfilled

**Full Time Firefighter/EMT's**

<b>A-Group</b>	<b>B-Group</b>	<b>C-Group</b>	<b>D-Group</b>
<b>Captain</b> Steven R. Ducharme	<b>Captain</b> Joseph T. Targ	<b>Captain</b> Daniel J. O'Donnell	<b>Captain</b> David A. Woitowicz
<b>Lieutenant</b> James P. Barrett	<b>Lieutenant</b> Robert L. Benoit	<b>Lieutenant</b> Harold A. Fletcher	<b>Lieutenant</b> Mark N. Valcourt
<b>Firefighter/EMT's</b> Daniel A. Britko  James F. Lamy	<b>Firefighter/EMT's</b> David M. O'Keefe  Paul Lemieux	<b>Firefighter/EMT's</b> William Stone  Timothy Hall	<b>Firefighter/EMT's</b> Shawn P. Girard  David P. Christiana
Shawn M. Ricard	Timothy A. Bellemore	Joseph D. Delpapa, Jr.	James M. Sheridan
David A. Devencentis	Susan Smith	Michael Denchy	William Cashman
Donald Post	Andrew G. Anderson, Jr.	Ryan Monat	Darren Lanier
David McGloughlin	Matt Svatek	David Levebvre	Justin Geneau
Justin Searles	Mark Witherell	Kristopher Klein	Don Greenwood

**On- Call Firefighters and EMT's**

<b>EMT</b> Nancy V. Burns	<b>Firefighter/EMT's</b> John Fox	<b>Firefighter/EMT's</b> Peter Dennechuk	<b>Firefighter/EMT's</b> James R. Klecak
<b>Firefighters</b> Kevin Woitowicz	Brian D. Foley	Ernest W. Pudsey	<b>Auxiliaries</b> Corey Anderson
Stephen A. Wyke	Donald Greenwood	Michael Cool	Matthew Wyke
James Joncas	Peter Coe	John A. Facella	Jim Bunyon

**Special Assignment Firefighters**

<b>EMS Director</b> Lt. Robert Benoit	<b>Fire Investigation Unit</b> Capt. Daniel O'Donnell, Sr.	<b>Code Enforcement, Emergency Management Director</b> Capt. Joseph T. Targ
<b>Training Director</b> David O'Keefe	<b>Fire Investigation Unit</b> Peter Dennechuk	<b>Fire Prevention, Juvenile Fire Setters Program, SAFE, Community Service Officer</b> Donald Parsons

**Child Car Seat                      Hazardous Materials Tech.                      Website Information and**

**Coordinator**  
William Stone

Lt. Harold Fletcher

**Support**  
David Christiana

**Fire Alarm Operators/Communications**

Colin Osgood

Jody Carroll

Douglas J Cook

David Avery

**Office Manager**  
Jarrod Joyce

**Fire Department Call Log**

AMBULANCE CALLS	1395
FIRE EMERGENCY RESPONSES	1054
NON-FIRE EMERGENCY RESPONSES	707
PUBLIC ASSISTANCE	115
MUTUAL AID	129
MISCELLANEOUS	514
COOKING FIRE PERMITS	48
BRUSH PERMITS	667
BLASTS MONITORED	4
AGRICULTURE BURN	0
26F - REFINANCE / RESALE INSPECTIONS	180
26G - NEW CONSTRUCTION INSPECTIONS	50
STATIONS MANNED	0
SHELTERS OPENED	1
FIRE DRILLS	45
STATION 4 CLOSED	0
DELAYED OPENING	0
NO SCHOOL	0
EMERGENCY MANAGEMENT ACTIVATED	1
BLACK POWDER BLAST	17
PRIMER CORD BLAST	27
WORKING ON / SYSTEM TEST	106

# GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Geographic Information Systems (GIS) is an essential tool in the operations of every town department. It is a type of information management software used to organize, maintain, and display geographic-based information in digital maps. These maps offer different layers and processes to analyze data in order to make more informed decisions. The Westford GIS Department manages the applications that are used to deliver GIS services and maintains all spatial datasets such as parcels, zoning, facilities, streets, water mains, drain pipes and most other town assets. The department also produces all of the maps for the town and provides support to all departments and boards.

John Mangiaratti  
*GIS Coordinator*

Bill Kenison  
*GIS Technician/Project Inspector*

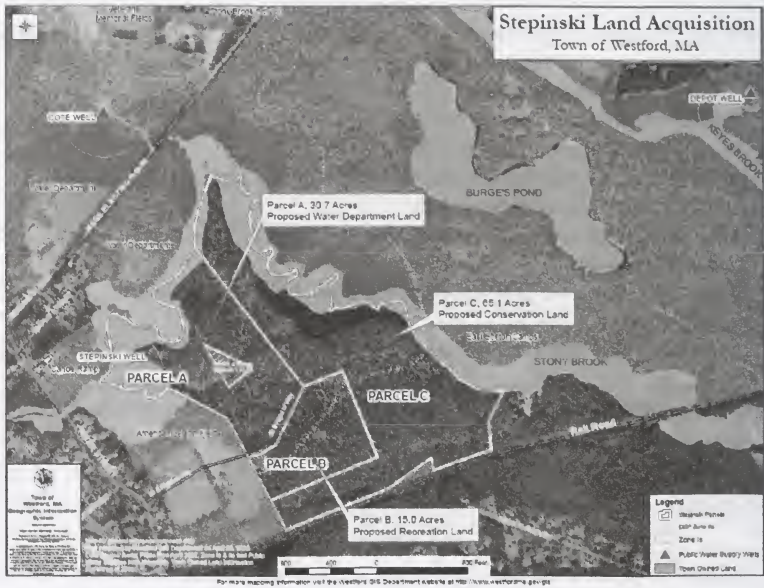
The mission of the town of Westford GIS Department is to promote and develop a geographic information system resource for local decision makers and the general public. In pursuing its mission, the GIS must be designed to:

- Provide user-friendly, public access to GIS data.
- Provide robust user applications for town staff.
- Improve efficiency in government by utilizing the common spatial elements that link the business processes of departments.
- Maintain data in compliance with state and federal standards and compatible with other GIS in the region.
- Continually improve applications and data and thriftily evolve with the advances in technology.
- Protect sensitive information that needs to be secure for privacy or public safety reasons.

In 2008, the department's main goal was to continue integrating GIS with other town systems. The other priorities were to increase the use of GIS in public safety operations and work to provide more self-service mapping resources for the public. The following is a list of major projects completed in 2008.

- Created the Parcel Lookup Tool as the central application to provide public access to all land management systems. This application was launched in July and then recorded over 11,000 visits to the website during the remaining months of 2008.
- Helped with the implementation of an Automated Vehicle Location (AVL) in the Police Department. This program uses GPS and GIS to assist with public safety operations.
- Participated in regional flyover project sponsored by Northern Middlesex Council of Governments. The new oblique or "birds eye" images will replace the previous batch from 2003. The unique perspective offered in this pictures will be a valuable tool for public safety operations. The aerial photos were taken on November 11th and 12<sup>th</sup>.
- Worked to integrate the town's GIS data with the new public safety dispatch system used by the Police Department and Fire Department.
- Used mapping technology to create more efficient delivery routes for the Council on Aging van drivers. Each driver was given a map showing the fastest route which reduced travel time significantly.
- Created the Westford Geocoder application. This web resource allows users to instantly create their own dynamic maps from a simple list or spreadsheet. This tool utilizes the master address database and ArcGIS Server technology. This tool has been integrated with the town's permitting system to quickly display locations of permit data.
- Completed the mapping of water gates and water pipes with the assistance of the Water Superintendent. The water GIS was dynamically linked to the water gate record cards and installed on field computers used by Water Department staff.

- Created a GIS inventory of tax possession properties for the Tax Possession Sale Committee.
- Created a GIS layer for every town-owned building.
- Participated in the US Census Bureau Local Update of Census Addresses program. The town's master address database was submitted for use during the 2010 Census.
- Created middle school and elementary school district maps and provided support to the bus route mapping project.
- Created digital cemetery maps for Pine Grove, Westlawn and Wright cemeteries.
- Started a comprehensive review of the stormwater drainage data and used field surveys to verify information.
- Updated the plow route maps for the Highway Department.
- Created the map for the Stepinski Land Acquisition (shown below).



## GIS Requests

The GIS Department received and completed more than 50 map and project requests in 2008. These requests came from other departments and the general public. When residents or private organizations request GIS information, a signed release waiver and disclaimer agreement is required. In some cases, fees are charged to compensate for labor required to assemble data and produce maps. There were fewer requests for customized maps and data because of the various mapping resources available on the GIS Department website. [www.westfordma.gov/gis](http://www.westfordma.gov/gis)

## New Employees

In 2008, James Esterbrook left his position as GIS Technician/Projects Inspector. The department was fortunate to be able to welcome Bill Kenison as the new GIS Technician/ Project Inspector. For a few months in between the position was held by Todd Croteau.



# BOARD OF HEALTH

The Board of Health, an elected board, oversees the activities of the Westford Health Department including the Health Care Services and the Environmental Services divisions. The board is responsible for developing policies and regulations and for enforcing state health and sanitary codes. The Board of Health's web page is accessible within the Town of Westford's website, the URL for which is: [www.westfordma.gov/pages/government](http://www.westfordma.gov/pages/government).

The Board of Hcalth is supported by the following positions:

Sandy Collins,R.N.  
Darren MacCaughey  
Laurie Lessard  
Tracy Griffin  
Tina Grosowsky  
Lisa Slattery,R.N.  
Ellen Donohue,R.N.  
Rae Dick  
Arnie Price  
Robin Donohue /Cindy Scammon  
Michael Harrington  
Margaret Mizzoni  
Tim Whitcomb  
Nancy Burns (under grant)

Director of Health Care Services /MRC Director  
Director of Environmental Services  
Board of Health Senior Secretary  
Department Secretary  
Substance Abuse Prevention Coordinator  
Public Health Nurse  
Public Health Nurse  
Health Inspector  
Food Inspector  
Registered Dental Hygienists  
Chief Animal Inspector  
Animal Inspector  
Animal Inspector  
MRC Coordinator

Zac Cataldo  
*Chair*  
Tom Mahanna  
*Vice-chair*  
Joanne Martel  
*Secretary*  
Joe Guthrie  
Sue Hanly

## Permit and Services Receipts

Septic	\$16,600	Tanning	\$ 100
Installers	6,375	Cholesterol	470
Haulers	1,500	Immunization	14,966
Soil evaluation & percolation tests	20,850	Lead testing	40
Pump and water systems	75	Dental	690
Well	350	Massage	480
Stabling/piggery	625	Camping/hotel/motel	525
Food	24,581	Pool	1175
Frozen dessert	300	Beach	1,200
Tobacco	2,600	Catering	900
Fines	4400	Beaver Dam Modification	75
Portable toilets	110	TOTAL	\$98,987

## Health Care Services

2008 was a very active and challenging year for the Health Care Services division of the Westford Board of Health. The department remains committed to providing the highest quality of health care and meeting the daily challenge of designing and delivering comprehensive and accessible health services for our residents and employees.

Sandy Collins RN,  
Director

In December, the Upper Merrimack Valley Medical Reserve Corps (UMVMRC) was deployed to staff the Blanchard shelter, which was opened as a result of the ice storm. Eighty-two members provided staffing on 45 shifts and provided round-the-clock nursing and administrative support to keep the shelter open. At its peak, 37 residents sought shelter when their electricity and heat went out.



Our trained and pre-credentialed corps also assisted with other public health initiatives, which included staffing all 6 seasonal flu clinics to help provide over 2200 flu and pneumonia vaccinations, providing emergency preparedness educational sessions, and 72, hour-long, emergency-kit events across the region. This volunteer response team, centered in our health department, has grown to 548 members. We thank our volunteers and our coordinator, Nancy Burns, for their efforts. For information about how to participate in the UMVMRC and its various activities, please see our web site: [www.umvmrc.org](http://www.umvmrc.org)

The division aggressively sought and wrote grants to supplement existing programs and services. The department applied the \$15,000 grant received from the Community Foundation of North Central Massachusetts to continue to provide dental services to our elderly. Solicitations of other organizations supplemented the original grants and provided a total of over \$19,000 to help support these services. The grants, administered in cooperation with the Cameron Senior Center, provide high-quality dental care for underinsured senior citizens. We are extremely grateful to the granter as well as the Friends of the Cameron Senior Center, Westford Charitable Foundation, and Dr. Schofield and his staff. This program supplements the department's school-age dental program, administered by our school dental hygienists, Robin Donohue and Cindy Scammon, who provide

fluoride treatments and cleanings to students in grades 2-4-6 and screening and education to students in grades 1-3-5.

Tina Grosowsky, our substance abuse prevention coordinator, collaborates with other town organizations and Westford Against Substance Abuse (WASA) to provide community forums on substance abuse prevention and parent education. She provides prevention resources and education as requested by the school department, town employees, residents, and other groups in Westford. She enforces local tobacco regulations through the Westford, Acton, Chelmsford, Tyngsboro Tobacco Control Program and a \$25,000 grant from the Massachusetts Department of Public Health. The department also wrote and received an additional grant of \$70,000 to implement a Regional Municipal Employee Wellness initiative in Westford, Chelmsford, Lowell and Tyngsboro. For a third year, we continue to execute a \$34,000 grant from the Department of Public Health awarded to provide a Heroin Prevention program. With this grant, and in cooperation with Project Northland, we implemented the prevention program for the sixth, seventh, and eighth grades in both Westford middle schools.

Our public health nurses, Lisa Slattery, R.N. and Ellen Donohue R.N., provided numerous programs and services. As in the past, Health Care Services provides a number of disease-prevention and health-promotion programs to residents and town employees. These include screenings; immunizations; well child clinics, pap smears, and tuberculosis testing. We submit follow-up reports on all reported cases of communicable diseases and we visit the homebound who require health supervision. We inspect and issue permits to tanning, tobacco vendors and recreational camps. You can access services on [www.westfordma.gov/pages/government](http://www.westfordma.gov/pages/government). These combined efforts continue to emphasize our belief that primary and preventative care is the single most effective means of reducing illness in our community.

The department and board remain grateful to the other town departments, local businesses, volunteers, area professionals, and hospitals for all their help and support throughout the year. Without their time, commitment, and financial support, we could not provide the level of programs and services currently offered.

### Dental Program

Total in program: **511** Total fluoride/cleaning/screening: **140** Total number of screenings: **371**

Total number of referrals: Caries: **36** Orthodontics: **103** Sealants: **16**

### Totals by class

Kindergarten: <b>89</b>	2 <sup>nd</sup> grade: <b>63</b>	4 <sup>th</sup> grade: <b>63</b>	6 <sup>th</sup> grade: <b>14</b>
Pre/1 <sup>st</sup> grade: <b>126</b>	3 <sup>rd</sup> grade: <b>98</b>	5 <sup>th</sup> grade: <b>58</b>	

### Reported Communicable Diseases

E coli	1
Salmonella	11
Babesiosis	1
Giardia	1
Hepatitis B/Hepatitis C	5
Pertussis	4
Campylobacter	8
Lyme	60
Tuberculosis	2
Erlchiosis	2
Encephaliti	1
Rocky Mounted Spotted Fever	3
Haemophilus Influenzae	2

### Clinics

Flu inoculations	2159
Pneumonia inoculations	65
Tuberculosis testing	62
Immunizations	99
Pap smear clinic	4
Hypertension screenings	430
Home visit	37
Lead screening	5
Cholesterol screening	39
Well child clinic	4
Hearing Clinics	12



## Environmental Services

Environmental Services continued to remain busy during the 2008 year, despite the threat of recession. Again the department reviewed and processed numerous applications, issued the corresponding permits, and performed hundreds of site inspections. Even with the obvious crash of the housing market (as evident by the substantial decrease in the number of Title 5 house transfer inspections) many of the permitting categories below showed significant increases, which is promising.

Item /Category	Applications Reviewed / Permits Issued/Approved
<b><u>Septic Related</u></b>	
Soil Eval/Perc Testing:	119
System Construction:	98
Title 5 Inspections Received/Reviewed:	186
Septic Haulers/Installers:	112
<b><u>Well/Water System Related</u></b>	
Wells/Water Systems:	8
<b><u>Recreational Water Related</u></b>	
Bathing Beaches:	12
Swimming Pools:	17
<b><u>Camp/Camping Related</u></b>	
Day/Overnight & Recreational Camps:	4
<b><u>Food Service Related</u></b>	
Annual Establishments:	129
Seasonal Establishments:	20
Temporary Events:	121
Catering Licenses:	9
Other (Frozen Dessert, Milk & Cream, Etc)	91
Food Establishment Plans Reviewed:	9
<b><u>Miscellaneous</u></b>	
Stabling and Piggery:	23
Building Permits Reviews (*Approximate):	>250
Re-inspection Fees and/or Fines	38
	<b><u>Other</u></b>

As part of day to day operations, Environmental Services spends considerable time reviewing and providing comments to other town departments, boards and committees, the majority being the Planning Board and Zoning Board of Appeals. These requests for comments (RFC's) typically include residential subdivisions, site-plans, special permit applications, hazardous material storage comments, etc. as needed.

Through our food program, 12 new food establishments and two catering businesses were permitted in 2008. They were Sweet Peas, Floral Arts, Westford Sportsman Club, Feastivities Catering, Fran's Franks and Things, The Concession Stand at Nashoba Tech, Kimball's Clam Shack, Epicurean Feast, The Barn at Summer Village, The Farmers Market at Summer Village, and 2 permits for Fiesta Shows at Nashoba Valley Ski Area.

The Farmers Market at Westford Common returned for its second successful year with a total of 23 vendors being permitted. The Butterfly Place and J. V. Fletcher Library are no longer required to be permitted by the Westford Board of Health as they will be permitted through the Commonwealth of



Massachusetts under the vending machine regulations. During the year, agents from the Board of Health responded to 20+ food related complaints.

Also in 2008, Environmental Services was able to offer another Certified Food Protection Managers' Class (at cost) for local clubs, non-profits, and other organizations that help benefit Westford. Taught by our staff Food Inspector Arnie Price, twelve people signed up and took the class, and all were successful in earning their valued, nationally accredited, certificates.

Westford continues to monitor for the presence of West Nile Virus (WNV) and Eastern Equine Encephalitis Virus (EEE) through the Department of Public Health's (DPH) continuous efforts. This year laboratory testing confirmed only one human case of WNV (in Cambridge) and one human case of EEE (in Newburyport). Although there were no positive humans, birds, horses or mosquitoes found in Westford, WNV was detected in the neighboring towns of Carlisle and Chelmsford and both WNV/EEE may exist in the mosquito population at any given time. As always, to reduce the risk of becoming infected, residents are urged to wear protective clothing, use insect repellent, and minimize outdoor exposure during the hours around dawn and dusk.

As required by the DPH, all bathing beaches must be tested for water quality (E coli) on a weekly basis between Memorial Day and Labor Day. This year we were forced to temporarily close Edwards Beach on 07/08/08 to 07/09/08 and one of the swimming areas of East Boston Camps on 06/05/08 to 06/06/08, due to unacceptable bacteriological water quality. Beaches that are closed by the Board of Health remain closed and posted as such until testing shows a lack of unacceptable contamination levels. Subsequent follow up laboratory water quality tests and laboratory reports deemed the water within acceptable limits, and the beaches were reopened. Weekly town beach testing results are available through the BOH office.

### Animal Health Inspector

Animal Health Inspectors are responsible for the issuance of quarantines for animal bites; the submission of suspected rabid or diseased animals to Massachusetts Dept. of Public Health for testing, and barn inspections.

Michael E. Harrington  
*Chief Animal Health Inspector*

Meg Mizzoni  
Tim Whitcomb  
*Assistant Animal Health Inspectors*

In 2008 Animal Inspectors completed:

- 24 barn inspections to ensure all animals were properly inoculated, given adequate housing, care and nutrition.
- 58 quarantines were issued for animals involved in either bites on humans or animals with wounds of unknown origin, in order to prevent the spread of rabies.
- 10 animals were sent to the State rabies lab for testing.
- 6 complaints regarding water fowl and health issues.

In addition the Animal Health Inspectors hosted the annual rabies vaccination clinic and assisted the Town Clerk's office in the licensing of dogs at the rabies clinic.

# HIGHWAY DEPARTMENT

The Highway Department from January 1, 2008 through December 31, 2008 performed the following work.

Richard J. Barrett Jr.  
*Superintendent of Streets*

## Town Roads

Regular maintenance and repair of town roads consisted of cleaning and repairing of catch basins and manholes, the cutting of brush on the sides of the roadways, repair of guardrails, patching and sweeping of roads and municipal parking lots. The Highway Department also grades all Town gravel roads, installs berms and curbing, cuts and clears trees from roadways during and after storms.

This year 12,808 tons of bituminous concrete was used for repair and maintenance of town roads.

## Roads Resurfaced

The following streets were resurfaced with bituminous concrete or treated stone and asphalt.

Bayberry Road	Pine Ridge Road
Bridge Street	Griffin Road
Portion of Chamberlain Road	Stony Brook Road
Providence Road	Court Road
Drawbridge Road	Portion of Concord Road

## Roads Crack Filled

Lakeside Terrace	Blue Heron Drive
Shipley Circle	Gooseneck Lane
Eagles Nest Road	Fawn Road
Pond View Circle	Grassy Lane
Birchwood Drive	Loon Way
Jack Rabbit Lane	

## Drainage Town Roads

Nutting Road	1 catch basin, 1 manhole, 200 ft. 12" pipe
Providence Road	1 catch basin, 20 ft. leach pipe
Concord Road	1 catch basin, 60 ft. leach pipe
Tenney Road	1 catch basin, 20 ft. 12" pipe, 100 ft. leach pipe
Brookview Drive	100 ft. leach pipe
Court Road	40 ft. leach pipe

In addition to the above drainage we replaced or installed 38 new catch basins.

## Snow and Ice Removal

The Westford Highway Department, in the interest of public safety and convenience to motorists, cleared the snow and ice from approximately 175 miles of roadway. In this process the town used 2,060 tons of road sand, 5,500 tons of salt and 6,000 gallons of a liquid anti-icing product.

Following are the dates the Highway Department was called out to treat or plow the town roads:

January	1	2008	3.5" Snow	Salt/Sand/Plow
January	14	2008	9" Snow	Salt/Sand/Plow
January	18	2008	2.5" Snow, Sleet, Rain	Salt/Sand/Plow
January	27	2008	2" Light Snow	Salt/Sand
February	1	2008	Sleet, Freezing Rain	Salt/Sand
February	5	2008	Sleet, Freezing Rain	Salt/Sand
February	7, 8	2008	2" Snow, Sleet	Salt/Sand/Plow
February	9, 10	2008	2.5" Snow	Salt/Sand
February	13	2008	6" Snow, Sleet, Rain	Salt/Sand/Plow
February	22, 23	2008	9" Snow	Salt/Sand/Plow
February	26	2008	3" Snow	Salt/Sand/Plow
February	27, 28	2008	3" Snow	Salt/Sand
Feb/March	29, 1	2008	6" Wet Snow	Salt/Sand/Plow
March	15	2008	Wet Snow	Salt/Sand
March	19	2008	Snow, Sleet	Salt/Sand
March	28	2008	3" Wet Snow	Salt/Sand
December	7	2008	Light Snow	Salt/Sand
December	17	2008	2.5" Snow, Rain	Salt/Sand/Plow
December	19, 20	2008	10" Snow	Salt/Sand/Plow
December	21	2008	13" Snow	Salt/Sand/Plow
December	24	2008	Light Snow	Salt/Sand
December	31	2008	7" Snow	Salt/Sand/Plow

December was certainly a very busy month for the Highway Department. In mid December a major ice storm hit the region which caused the town and the State to declare a State of Emergency. The Highway Department dispatched crews on December 11th to remove trees that fell due to the heavy ice accumulation. These clearing operations continued through the night until Friday, December 12<sup>th</sup> when the skies cleared and the sun came out. Highway Department personnel assisted the Police and Fire Departments and the utility companies to clear the roadways of downed trees and branches into the next week. The Highway Department maintained a brush dump for residents of the town, at the Forge Village Ball Field which, to date, has received 258 vehicle loads of brush. Also complicating cleanup efforts, in the last 2 weeks of December, during 3 separate weather events the Highway Department cleared close to 30" of snow from the town's roadways. As Highway Superintendent I would like to praise the hard work and dedication of all the men, women and contractors that have assisted the town through these weather events.

We must remember that this is New England and that we should all be prepared for whatever Mother Nature dishes out to us. I would also like to thank all of the residents for their patience and cooperation in assisting us with these events.

I wish to express my sincere thanks to the Board of Selectmen and Town Manager for their full cooperation and to all members of the Highway Department.

# MUSEUM & HISTORICAL SOCIETY

Website: [www.westford.com/museum](http://www.westford.com/museum)

Email: [museum@westford.com](mailto:museum@westford.com)

The Westford Historical Society (WHS) is committed to stimulating interest in the history of our community by collecting, preserving and sharing our unique cultural heritage. To achieve this purpose it supports research and encourages the preservation of historical documents, photographs, relics and sites, offers exhibits, and provides educational and cultural programs. Board meetings are held on the 4<sup>th</sup> Wednesday of each month at 7:15 p.m. in the Museum Cottage.

## Visitors

The Museum, located at 2 Boston Road in the original Westford Academy building, was open 42 Sundays during 2008. The Museum office (located in the cottage at 4 Boston Road) is usually open Monday, Wednesday and Friday 9 a.m. to 1 p.m.

In October, 20 3<sup>rd</sup> grade classes visited the museum for tours given by members of the Westford Academy Museum Club. The annual 3<sup>rd</sup> grade tours of the museum ran for 6 consecutive days bringing over 400 students through the museum. The students also enjoyed a multimedia slideshow presentation on the history of the Westford Common. This presentation is available to the public upon request.

In addition, many groups and visitors take advantage of the museum space and exhibits:

- Monthly folk concerts
- Westford Academy Museum Club and Mock Trial Club
- Scout groups
- Private tours
- Bi-monthly gatherings of the Westford Area Spinners
- Individuals researching genealogy, old houses, the Westford Knight, and other Westford history topics
- Regional organizations including the Digital Commonwealth and Freedom's Way Heritage Association with which the WHS is involved
- A group from the American Association of Food Consumer Scientists came to see the museum and learn about Ellen Swallow's experience in Westford. (Ellen Swallow, the first woman to attend MIT, founded the AAFCS and is a graduate of Westford Academy, 1859)

At public functions throughout the year, the museum entertained 490 Sunday visitors, 440 3<sup>rd</sup> graders and chaperones, 90 weekday visitors, 257 event participants, and 386 concert goers. Private functions and meetings are not included in these numbers.

## The Atwood-Millett Estate

Much activity at the Museum and Historical Society this year centered on the Atwood-Millett estate. Following William Millett's passing in late 2007, the administrators of his estate offered pieces of Westford history from the home to the WHS for its collections. Numerous documents, textiles and historical objects have been added to the museum's collections as a result of this donation. In addition, they permitted a house tour of the family's 4 Graniteville Road home to give residents insight into the family and to get a glimpse of some of the extraordinary paintings of Mr. Millett. The estate organizers also generously prepared and presented a multimedia talk in conjunction with a 1-day exhibit of the

### **Executive Board Members:**

Dan Lacroix  
*President*

Robert Oliphant  
*Vice President*

Mike Harde  
*Treasurer*

Erin Dubinski\*  
*Secretary*

Penny Lacroix  
*Museum Director*

### **Members at Large:**

Bill Barnett

Jim Bogue

Jim Clark

Doug Cook

Gail Connolly

Elizabeth Elliott

Paul Giannasca\*\*

Geoff Hall\*

Pat Louch\*\*

Beth Shaw

Bob Shaw\*

Newell Tillman



Atwood-Millett vignettes at the museum. Many of the documents from the collection will be transferred to the First Parish Church, the Town Clerk, and other historical societies, as appropriate.

### Public Events

Public talks and events at the museum are usually free of charge, offered by the WHS as a service to the community.

- In addition to the spinning group that meets twice monthly in the Museum, our annual St. Distaff's Day celebration was attended by spinners throughout the extended area.
- To help celebrate Valentines Day, the WHS held an evening event featuring historical readings of John and Abigail Adams love letters.
- The 7<sup>th</sup> annual February book discussion read transcriptions from the *Westford Wardsman, 1905-1920* to gain perspective on early 20<sup>th</sup> century life in Westford.
- The opening for the Westford Whale Exhibit attracted a multi-generational crowd to hear its story presented by Westford Academy students.
- A talk by John Horrigan on The Knox's Cannon Trail featured not only the logistics of dragging 59 cannon 300 miles, but also data about the weather during that fateful trip in the winter of 1775-6.
- A small band of WHS board members carried the new Westford Museum and Historical Society banner in the Apple Blossom Parade and passed out history pamphlets to spectators.
- The *Preserve Our Historic Barns* evening seminar featured two professionals in the barn restoration business. The seminar was attended by over 60 people from Westford and surrounding towns. The event also included a photo contest for Westford students.
- The Museum was the featured community organization at the Westford Farmer's Market on 2 September.
- Students, families and seniors all enjoyed a 1950s sock hop held in the Roudenbush gym in conjunction with the Frost School to celebrate the 100<sup>th</sup> anniversary of the School and the 50<sup>th</sup> anniversary of the WHS.
- The second annual Traditional Family Recipe Bake-off and Bake Sale was held in conjunction with the Westford Garden Club's Holiday Arrangements Sale. Aside from the delicious food, attendees were entertained by the West Street Serenaders, led by David Lussier.

### Exhibits

In addition to the permanent museum exhibits, special exhibits during 2008 included:

- Woven Wearables, an exhibit by the Nashoba Valley Weaver's Guild
- The Westford Whale, an 18' long-finned pilot whale skeleton
- A WWII aerial photo essay
- A barn display and a barn photo exhibit
- An Apple Blossom history display featuring a dress worn by Barbara Hildreth Parkhurst at the first festival in 1935
- Vintage toys

The WHS loaned 14 hats to the "Old Chelmsford" Garrison House for their *Hats off to Hats!* exhibit held in early June.

### Projects and Activities

Digitization of Turner's Public Spirit (including the Westford Wardsman): Four local libraries (Westford, Littleton, Groton and Shirley) shared the cost with the WHS of having several rolls of microfilm digitized and converted to PDF files. The PDF files are available at the museum office and at the J. V. Fletcher Library. The WHS has also met with town employees regarding the digital archive storage available in town. Photos from the WHS collections have already been contributed.

Museum communications have taken a new dimension in the form of programming on the Westford

Community Access Television (CAT) station. During 2008, three shows were produced: a tour of the Abbot Worsted Company exhibit (which was partially funded by a grant from the Westford Cultural Council), a tour of the handwoven textiles exhibit by members of the Nashoba Valley Weaver's Guild, and a recording of the Westford Whale presentation at the opening of the exhibit.

Board members and other friends teamed up with the Westford Academy Community Service Team for a hugely successful work day in May. Not only did they erect the new bandstand and install the sprinkler system on the Common, but they put in many person-hours at the museum, resulting in a much fresher face on the museum and cottage buildings. These projects were funded through the Common Restoration Project Fund, managed by the WHS.

The WHS's second annual Westford History Prize was awarded to Westford Academy students Andrew Greaves, Alex Fitzgerald and Alicia Gauthier. This award was established to help foster an affection for local history among Westford Academy students and to help them learn how to perform and document historical research using primary sources.

The WHS regularly cooperates with the Westford Historical Commission and other town departments. Artwork formerly on the walls of the Town Hall is on display or in storage at the museum. Several members of the WHS provided input on the draft Comprehensive Master Plan document. In cooperation with several town departments and an Eagle Scout candidate, the WHS has been defining a cemetery project, which will ultimately provide web-based access to vital records, cemetery maps, obituaries and other data on people buried in Westford cemeteries. Another Eagle Scout completed a project interviewing Westford veterans. DVDs of the interviews and bios of the people interviewed are now available to researchers in the museum library.

The Muscum shop continues to offer Westford gear to residents and visitors. Westford pottery, local history books, and bonnets for the 3<sup>rd</sup> grade Parkerville School visits are among the biggest sellers.

**Volunteers**

The WHS has a single employee, working up to 16 hours per week. The organization is therefore highly dependent on a strong and willing volunteer force. Volunteers help with nearly every aspect of operations: general office work, inventories and accessioning acquisitions, minor property maintenance, organizing events, publicity, record transcription and indexing, genealogy research, and membership. The goal of all is to provide resources to the community and bring our town's rich history to the residents of Westford.

**Executive Board Members:**

Dan Lacroix	President	dplacroix@gmail.com
Robert Oliphant	Vice President	oliphant@bbn.com
D. Michael Harde	Treasurer	39mainstreet@gmail.com
Erin Dubinski*	Secretary	ed073@aol.com
Penny Lacroix	Museum Director	museumdirector@westford.com

**Members at large:**

Bill Barnett	Paul Giannasca**
Jim Bogue	Geoff Hall*
Jim Clark	Pat Louch**
Doug Cook	Beth Shaw
Gail Connolly	Bob Shaw*
Elizabeth Elliott	Newell Tillman

\* new to board  
\*\* completed board term during 2008



## HOUSING AUTHORITY

The Westford Housing Authority (WHA), established in 1971, is the local body responsible for the expenditure of State and Federal housing grants. The Authority currently owns and manages 73 units of housing for the elderly and disabled, six units of family rental housing and eight units of housing for people with special needs. In addition to the public housing inventory, the Authority also owns three condo units at the Brookside Mill Condominium Complex. These homes are rented to moderate-income tenants. The WHA's housing programs are subsidized and regulated by the Commonwealth and receive no funding through Westford's annual budget.

Chris Pude  
*Executive Director*

Scott Hazelton  
Phyllis Koulouras  
Carol Engel  
Muriel Drake  
Carl Lyman

A Board of Commissioners, four of whom are elected by the town for five-year terms and one of whom is appointed by the Governor, sets policy and oversee the Authority's operations. The Executive Director and her staff carry out the day-to-day activities. Board members meet monthly on the second Thursday of the month at 7pm, alternating locations between senior developments located at 65 Tadmuck Road and 7 Cross Street.

In the May town election Phyllis Koulouras was re-elected to a new five-year term that will expire in 2013. In August 2008, Mr. Carl Lyman was appointed by Governor Deval Patrick to serve on the Board as the Governor's representative. Mr. Lyman's term will expire in August of 2013.

In October 2008, the Town and the Westford Housing Authority (WHA) entered into a formal agreement that authorizes the WHA to perform numerous duties relating to affordable housing activities within the Town. The WHA will now perform long-term monitoring services that will assure that affordable units created through the Chapter 40B process and local town by-laws remain affordable in perpetuity. The creation of this formal partnership will provide more effective, efficient, professional/technical and administrative support to Westford's affordable housing programs and the town boards that deal with these issues. In addition, it will provide a one-stop affordable housing resource to assist residents interested in obtaining housing.

At the end of 2008, the construction of 36 new units of supportive housing for seniors was 75% complete. The project is being funded through grants from the Federal and State governments as well as \$150,000 in Community Preservation Funds from the town of Westford. This housing complex will provide supportive services that will allow tenants to remain independent and in their homes for a longer period of time. Occupancy is scheduled for the spring of 2009.



# HUMAN RESOURCES DEPARTMENT

## Personnel Advisory Committee

Elizabeth Michaud

Sue Flint

Jerry Berkowitz

The Human Resources web page can be found at

[www.westfordma.gov](http://www.westfordma.gov) under Town Departments.

Pamela H. Tebbetts

*Director of Human Resources*

Bettianne Steffero

*Benefits Coordinator*

Debbie Fleming

*Administrative Assistant*

In 2008, the Human Resources Department has continued to focus on going out to bid for all of the town and school health and voluntary insurances. This process resulted in obtaining:

3.1% health insurance renewal from the proposed 8%, saving \$186,200 in FY09 and \$93,100 in FY10

6% voluntary dental insurance renewal from the proposed 16% and a two-year rate guarantee

Continued rate hold for voluntary Life, Short Term & Long Term Disability

The Human Resources Department works closely with all departments, employees and retirees and ensures compliance with state, federal and local personnel laws and regulations. Some of the areas that the HR office is responsible for include: ADA compliance, workers compensation reporting for town and schools, retirement in conjunction with the Middlesex Retirement System and PEREC, flexible and premium spending accounts, FMLA, accruals, HRIS system, administration of the Employment Pay and Classification Plan, administering the health and dental insurance plans, credible coverage notices, open enrollment, self-pay and COBRA payments, long term disability, short term disability/life insurance plans, police and fire accident insurance (111F), Medicare Part "D" reporting, monthly benefit audits of withholdings and all bills, and maintaining all permanent personnel records.

Communication continues to be a priority. Recently, through the Technology Department, a self-service program has been made available to all employees where they have access to all of their payroll, accruals and benefits information. Internal technological initiatives underway include streamlining the internal paper process for making personnel and payroll changes to an electronic format.

The Human Resources Department looks forward to continuing to improve upon the efficiency and effectiveness of all areas.

# J.V. FLETCHER LIBRARY

*This Library Report is dedicated to the memory of late volunteer Gertrude Houghton who weekly volunteered her services to the J. V. Fletcher Library beginning in 1983 until her death in 2008.*

Ellen Rainville  
Library Director

## New Technology Initiatives, Databases and Collections

In 2008, the J. V. Fletcher Library continued its initiative to enhance 24/7 and remote access to the library and its resources. To this end, a number of new reference databases were added to the library website: *P4A Antiques Reference*; *Columbia Granger's World of Poetry*; *Ferguson's Career Guidance Center*; *History Resource Center-U.S.*; *New England Historical Genealogical Society*; *Oxford English Dictionary*; and *World News Digest: 1940-present*. In addition, with the re-design and launch of the library's newly-branded website, a new "Readers Resources" link was added as a versatile advisory tool. Here patrons may select several sites that will help in choosing their "next favorite book" to read, sign-up for an Online Book Club and subscribe to numerous newsletters informing them of upcoming publications in every possible genre. The new downloadable video format was introduced with MyDVD, later discontinued because of cost; additionally, *Playaways* – miniature digital audio books fully loaded on their own MP3 players -- were introduced to enormous popularity in 2008.

With the help of the IT department, the library joined other town departments on the First Class platform implementing a web-based Meeting Room Calendar, migrating the library LAN to the town server, transitioning to the town telephone system, and acquiring direct MUNIS access for centralized bill payment. As noted, [www.westfordlibrary.org](http://www.westfordlibrary.org) underwent re-design and branding – this re-design was the final piece in the Library Trustees' year-long initiative to re-brand all library promotional and public outreach materials. To supplement the library's public computers, the Friends of the J. V. Fletcher Library, Inc. funded circulating laptops for in-library use utilizing the library's wireless access.

## Programs

The Youth Services Division continued to offer an array of Story Times including: Pajama Times, Book Worms, Wiggle Words, Monkey Business, Baby Lap Times, Book Bunch, and Mother Goose Times. Over 1,745 registered for three Summer Reading Programs (the juvenile *Wild Reads*, the young adult *Teen Survivor*, and the adult *Reading with the Stars*). For the first time, teens signed up for their summer reading program on-line, encouraged by a short digital video clip posted on both the Young Adult webpage and the trendy video clip website, Youtube.com – created by Young Adult librarians and featuring Young Adult Advisory Board (YAAB) members. Adult programs included the monthly Library Book Discussion Group and Internet classes, as well as Friends-funded offerings such as *Old House Restoration*; *Identity Theft*; *No Knead Bread*; *Women and Islam*; and *Sweets for your Sweetie*.

## Gift- and Grant-Funded Initiatives

In September 2008, with funds netted from the Friends' first-ever Annual Appeal, the Children's Room was re-painted, re-carpeted, furnished and decorated, under Phase III of the *Library Improvement Project*. During the same month, Friends began fundraising for Phase IV – enhancements to the third floor Mary Atwood Lecture Hall. This historic oak and cypress room will receive new paint, carpet, period lighting and a "re-claimed skylight in 2009. Once again, the Library was awarded the Northeast Massachusetts Regional Library System (NMRLS) Supplementary Deposit Grant; this year the funding enlarged the adult large print collection. The library received Community Preservation Act funding to preserve two historical Westford maps – the Elizabeth J. Fisher Map of the United States, and the Walling's Map of Middlesex County both in the historical collection. As well, professional staff implemented the Marketing Plan created under a NMRLS Library Services and Technology Act (LSTA) grant. Supplementing local fund raising, the library received an award under the State's new *Public Libraries Fund* program. As

well, the Board of Library Trustees received numerous memorial gifts and heart-felt tributes in memory of late, much-missed, Trustee Sam Frank.

### Administrative and Fiscal News

The Friends of the J. V. Fletcher Library, Inc. again supported the book budget with a \$23,000 gift, and again one half of the Library's Merrimack Valley Library Consortium (MVLC) annual membership was paid with State Aid to Public Libraries funding. The Finance Committee approved Reserve Fund Transfer Requests for both the elevator water-proofing project and supplemental funds to replace the three gas boilers. Administration both reviewed and revised all twenty-eight job descriptions in 2008 for Human Resources, and in a major re-organization of staff duties, the library absorbed two positions vacated due to retirements and centralized and automated on-line ordering and acquisitions as a cost- and time-saving measure.

### Facility

Numerous library facility needs were addressed this past year including the:

- elevator waterproofing project
- replacement lighting project (in two wings)
- heat and circulating pumps replacement
- replacement of three gas boilers
- interior painting
- replacement carpeting
- flat roof repair
- public restroom door replacement and,
- pest (squirrel) removal



Phase III of the *Library Improvement Project* – re-arrangement and improvements to the Children's Library -- was executed in September 2008. In ten days, the Children's Room was transformed into an "under the sea" fantasia with donations raised via the Friends. Thanks are due here to those 333 donors who rallied to the Friends' first-ever Annual Appeal and made this dramatic refurbishing possible; their generosity was supplemented by the Friends and Trustees, who are thanked here for the exciting transformation wrought in this space, to much public acclaim, young enthusiasm and enjoyment.

Library staff, at Board direction, researched and crafted a *Space and Facility Needs Assessment* which was shared with the Permanent Town Building Committee during a spring building tour. This document details the space inadequacies and service limitations of the current library facility. During the first three phases of the *Library Improvement Project*, the library added over ½ mile of additional shelving – shifting, relocating, compressing or downsizing multiple collections and formats as beautification proceeded. Despite newly refurbished areas that are now welcoming and inviting, the space constraints of the twenty-year-old "new" renovation/addition are impacting library services and collections. The *Space and Facility Needs Assessment* document is the first step in identifying those facility inadequacies that have begun to constrain collections and genres, impact technological offerings, limit programs, and result in diminished public library outreach and service. The Board of Trustees and library administration have begun planning for 21<sup>st</sup> century library services, in a facility designed for those services, in the hope of Westford being poised for the Commonwealth's next *Public Library Construction Grant* round.



### **Professional Development and Personnel**

Library staff remained active or pursued professional development in local, regional, network, state and national professional organizations. The Library Director was recruited as a Basic Library Techniques trainer on "*Personnel, Budgeting and Organizing*" and was chosen as a consultant for a *Director Essentials* statewide LSTA grant and web site. The Board of Library Trustees is here thanked for their underwriting of professional memberships and conference attendance for multiple staff.

Special note must be made here of those staff members who added duties and responsibilities to their positions to absorb two full-time vacancies created by retirements: India Nolen, Assistant Director added *Head of Youth Services* to her position, while Catherine Carroll, Head of Technical Services temporarily oversaw all aspects of *Acquisitions and Fund Accounting*. All management and union staff are here thanked for their flexibility, creativity, initiative and increased responsibility as the library absorbed positions to prepare for an uncertain fiscal future.

Finally, the Library Board and staff pay tribute here to the late Gertrude Houghton, who volunteered her time, intelligence and dedicated service for over twenty-five years as a J. V. Fletcher Library volunteer, often conscientiously reporting in several times a week. Her service is a reminder of the committed volunteerism without which the library could not function.

### **Staffing:**

**Director** -- Ellen D. Rainville

**Asst. Director/Head of Adult Services and Youth Services** – India Nolen

### **Senior Librarians:**

Head of Circulation - Holly Sheridan-Pritchard

Automation/Systems Manager - Dina Kanabar

Head of Reference & Information Services - Kristina Leedberg

Head of Technical Services - Catherine Carroll

### **Staff Librarians:**

Branch Manager (Bookmobile) - Maureen Barry

ILL/Serials Librarian - Sarah Regan

Young Adult Specialist/Asst. Youth Services - Kira McGann, Judy Heron

Local History/Genealogist -- Virginia Moore

### **Library Associates:**

Cataloger/Classifier - Alla Brovina

Fine Arts/AV Librarian/Acquisitions/Fund Accounting - Carol McCahon

Juvenile Reference/Program Assistants - Ellen Apicco, Jacki Dibble, Seana Rabbito

Data Entry & Statistics/Patron Registration - Pat Matheson

Circulation and Reader's Advisory - Jean Butler, Judy Madsen, Paula McWilliams, Deborah Santoro, Seana Rabbito

### **Library Technicians:**

Order and Acquisition Receiving - Karen Welz

Inter-Library Loan Support - Mary Bowser

Bookmobile, Periodical and Inter-Library Loan Support - Amy Spadano

**Maintenance Worker I** - Dennis Mulligan

**Maintenance Worker II** - Evelyn Desharnais; Carole Climo

**Records Supervisor/Administrative Analyst** - Zoe Daniel

**4 Library Pages**



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yr. To Date Total
Adult Books	8,679	8,203	7,425	7,766	6,743	6,649	8,236	8,019	8,913	8,968	8,345	8,554	96,500
Children's Books	12,841	9,933	7,752	9,164	7,925	6,825	9,579	9,696	9,796	10,017	8,376	12,328	114,232
Adult Magazines	844	867	893	893	656	605	823	745	836	727	723	682	9,294
Children's Magazines	295	179	142	153	102	132	170	146	111	149	150	160	1,889
Adult CD's	2,002	2,121	1,740	1,930	1,943	2,167	2,360	2,252	2,735	2,289	2,230	2,381	26,150
Children's CD's	322	284	236	268	251	173	233	266	284	291	249	323	3,180
Adult Cassettes/LP's	264	317	274	307	274	280	266	221	284	297	255	196	3,235
Children's Cassettes/LP's	318	334	155	202	153	127	188	197	196	223	146	179	2,418
Adult Videos	1,904	1,951	1,488	1,557	1,787	1,716	2,150	2,147	2,092	1,693	1,922	1,804	22,211
Children's Videos	1,427	1,220	876	954	1,285	959	1,027	1,162	1,065	1,018	949	1,043	12,985
Downloadable Overdrive	56	73	73	61	80	69	92	71	90	64	80	74	883
Downloadable Video	12	8	18	18	6	12	20	54	42	46	34	8	278
Adult Miscellaneous	2	4	3	10	5	9	25	24	41	53	38	47	261
Children's Miscellaneous	133	109	117	142	107	80	115	108	98	106	123	93	1,331
Museum Passes	236	228	134	115	112	111	122	149	144	164	174	203	1,892
Playaways (Scat 1267)								19	38	47	38	40	182
IPAC Renewals	1,813	1,614	1,592	1,669	1,365	1,491	1,600	1,425	1,781	1,622	1,543	1,260	18,775
Foreign Language Deposit	65	57	41	58	19	7	36	26	13	25	24	21	392
<b>Library Subtotal</b> ---->	<b>31,213</b>	<b>27,502</b>	<b>22,959</b>	<b>25,267</b>	<b>22,813</b>	<b>21,412</b>	<b>27,042</b>	<b>26,727</b>	<b>28,559</b>	<b>27,799</b>	<b>25,399</b>	<b>29,396</b>	<b>316,088</b>
Bookmobile -- Adult	278	199	244	323	338	204	328	217	251	409	274	370	3,435
Bookmobile -- Juvenile	875	445	1,082	1,808	1,410	1,108	1,730	1,208	1,205	1,663	1,641	918	15,093
<b>Van Subtotal</b> ---->	<b>1,153</b>	<b>644</b>	<b>1,326</b>	<b>2,131</b>	<b>1,748</b>	<b>1,312</b>	<b>2,058</b>	<b>1,425</b>	<b>1,456</b>	<b>2,072</b>	<b>1,915</b>	<b>1,288</b>	<b>18,528</b>
<b>TOTAL :</b>	<b>32,366</b>	<b>28,146</b>	<b>24,285</b>	<b>27,398</b>	<b>24,561</b>	<b>22,724</b>	<b>29,100</b>	<b>28,152</b>	<b>30,015</b>	<b>29,871</b>	<b>27,314</b>	<b>30,684</b>	<b>334,616</b>
Previous Year FY07:	29,260	29,549	24,443	25,370	25,732	21,704	27,583	24,787	27,738	25,548	24,121	30,958	335,429
<b>Percent Change:</b>	<b>10.62%</b>	<b>-4.75%</b>	<b>-0.66%</b>	<b>7.99%</b>	<b>-4.55%</b>	<b>4.70%</b>	<b>5.50%</b>	<b>13.58%</b>	<b>8.21%</b>	<b>16.92%</b>	<b>13.24%</b>	<b>-0.89%</b>	<b>-0.24%</b>
Renewals	2,569	2,344	2,077	2,601	2,005	2,977	2,398	2,668	2,888	3,434	2,878	2,531	31,370
Network transfers IN	2,153	0	2,349	2,512	2,120	1,996	2,453	3,057	3,094	2,943	2,475	2,902	28,054
Network transfers OUT	1,397	0	1,420	1,545	1,323	1,319	1,587	1,811	1,780	1,689	1,639	1,539	17,049
Inter-Library Loans IN	32	61	55	50	47	61	34	63	55	49	49	28	584
Inter-Library Loans OUT	14	12	11	9	8	6	8	19	19	13	15	14	148
Databases, Fletcher													14,251
Databases, MVLC/Region													14,676
Reciprocal (NETWORK)	1,501	1,521	1,278	1,326	1,235	1,089	1,661	1,357	1,604	1,332	1,451	1,365	16,720
Reciprocal (NON-NETWORK)	4,779	4,689	3,768	4,240	3,415	3,548	4,464	4,603	5,014	4,573	4,502	4,110	51,705
Hold Requests	3,976	3,635	3,377	3,542	3,144	2,957	4,300	4,135	4,631	4,120	3,907	4,772	46,496
New Registrations	98	121	81	103	49	39	80	71	68	67	54	84	915
Total Reciprocal	6,280	6,210	5,046	5,566	4,650	7,633	6,125	5,960	6,618	10,092	5,953	5,475	68,425
% of Circ to Reciprocal	20.12%	22.58%	21.98%	22.03%	20.38%	35.65%	22.65%	22.30%	23.17%	36.30%	23.44%	18.62%	24.10%
Meeting Room Reservations	40	79	82	132	126	106	125	129	126	130	124	94	1,293
Days Open	21	23	23	26	23	24	29	28	30	29	26	25	307
Hours Open	188	206	200	230	204	189	229	199	230	234	222	212	2,543
Internet Users	559	621	562	681	547	523	614	661	621	616	579	602	7,186
Comp. Workshop Attendees	0	0	3	7	6	7	0	2	5	5	4	0	39
Comp. Workshops Offered	0	0	1	2	2	2	0	3	2	2	2	0	16
Adult Program Attendees	7	228	42	19	34	26	68	13	49	50	8	19	563
Adult Programs Offered	1	4	2	2	2	2	3	2	2	3	1	3	27
YA Program Attendees	126	78	20	28	15	16	0	15	10	36	8	586	938
YA Programs Offered	4	1	1	2	1	1	0	1	1	2	1	5	20
Children's Program Attendees	1,122	657	120	1,072	924	281	93	993	419	1,023	425	2,827	9,956
Children's Programs Offered	14	8	4	27	22	8	3	24	13	26	8	17	174
Computer Room Hours	72	67	75	83	79	88	76	73	68	81	77	69	908
<b>Average Circ Per Day</b>	<b>1,541</b>	<b>1,224</b>	<b>1,056</b>	<b>1,054</b>	<b>1,068</b>	<b>947</b>	<b>1,003</b>	<b>1,005</b>	<b>1,001</b>	<b>1,030</b>	<b>1,051</b>	<b>1,227</b>	<b>1,090</b>

# TRUSTEES OF THE J.V. FLETCHER LIBRARY

## Progress towards Trustees' Goal

The Board of Library Trustees' goal for FY08 was to initiate the J.V. Fletcher Library Building Expansion Program. In support of that goal, the following objectives and activities were set forth:

- Secure funding for a Library Building Consultant and Feasibility Study at May 2008 Annual Town Meeting.
- Direct Management Staff to conduct a Facility Needs Assessment by February 2008.
- Create a Facility Needs Committee by February 2008 to meet monthly from date of organization.
- Create a detailed schedule for near-term planning and activity.
- Explore the creation of a Capital Campaign (Fund Raising) Committee by May 2008.
- Meet with the following Town boards and officials prior to May 2008 Annual Town Meeting:
  - Town Manager
  - Finance Director
  - Board of Selectmen
  - Town Finance Committee
  - Permanent Town Building Committee
  - Long Range Fiscal Policy Committee
  - Town Engineer
  - Conservation Coordinator and Conservation Commission
  - Board of Library Commissioners Public Library Construction Consultant
- Tour newly renovated and built public libraries by May 2008.

Bob Price  
*Chair*

Susan Flint  
*Secretary*

Hajo Koester  
*Treasurer*

Buffie Diercks  
Marianne Fleckner  
Jack Wrobel

The initial momentum for working on this ambitious goal was impacted severely by the town's financial uncertainty and the country's economic downturn. The trustees realized that while the reasons for the building expansion program were still valid "n" space is needed for new collections, additional meeting rooms, more appropriate office and storage locations, and a larger parking area the town was just not going to countenance such a program, not while the town was struggling to fund the restoration and expansion of the Town Hall and the Cameron Senior Center.

Nevertheless, the trustees ultimately agreed that developing plans for the library building expansion should continue so that plans will be in hand when the economic situation improves. This trustee goal will therefore carry forward into the coming year.

The library staff did conduct a facility needs assessment; it describes in detail the current library deficiencies. This assessment will serve as the basis for instructing the designer of the expanded facility.

The trustees persuaded the Permanent Town Building Committee to hold one of their meetings at the library and while they were there, to tour the library and to view firsthand the library's shortcomings. The committee seemed to be impressed with the efforts to maximize the use of the space available, but left with comprehensive documentation of the ways in which the library was not meeting 21<sup>st</sup> century library standards.

## Library Trust Funds Activity

Trust fund money paid for several items in the Library Improvement Project: new carpeting and furniture re-finishing and re-upholstering. As part of Phase III of the project, the trust funds also

paid for re-orienting and refurbishing the book stacks in the children's room and attendant costs of moving and storing the children's books.

Trust fund money was also used to purchase two museum passes and to cover most of the cost of the annual staff and volunteer recognition brunch. (The Friends of the J.V. Fletcher Library, Inc. funded the other museum passes and paid for the remaining brunch expenses.)

As permitted by library policy, the trustees funded membership of the staff and the trustees in various professional organizations and funded their attendance at a number of regional conferences, workshops, and symposia.

One extraordinary expense borne by the trust funds was the cost of having the library's fine arts assets appraised by Skinner, Inc. for insurance purposes and assessed for historic relevance to the town. The library does house some attractive pieces that add a touch of class and beauty to the facility the statue of Pocahontas is perhaps the most obvious example. (The second floor of the original 1896 library building was, it should be noted, an art gallery.)

The trustees received \$15,565 for deposit in the Benefactors' Fund in memory of Sam Frank who died in September 2007, while serving as library trustee. Sam's children have instructed the trustees as to how this money should be spent to benefit the library. The trustees will carry out their wishes in the coming year.

### **Library Policies**

The trustees worked with the director during the year to keep the library's operating policies compatible with the current facility, the latest technologies, and the best practices of library management.

The trustees updated the following policies:

- Collection of Donated Items as a Community Service Policy,
- Library Laptops for In-house Use Policy,
- Meeting Room Policy,
- Town Sexual Harassment Policy.

### **Professional Development**

At least one trustee attended each of the following events sponsored by our state library support organizations this year:

- The Northeast Massachusetts Regional Library System (NMRLS) Legislative Breakfast with state and local government officials (including Congresswoman Niki Tsongas, State Senator Stephen Panagiotakos, and Lowell City Manager Bernie Lynch) on March 7<sup>th</sup> at the Lowell Public Library.
- The Massachusetts Board of Library Commissioners (MBLC)/Massachusetts Library Trustees Association (MLTA) Annual Trustees' Symposium on April 5<sup>th</sup> in Boxborough featuring presentations on *Snapshot: Our Public Libraries Today*, *Public Relations 101*, and *Outreach to Spanish Speakers and Other Target Groups*.
- The NMRLS seminar on September 20<sup>th</sup> at the Weston Public Library: *Advocating for Your Local Library Budget*.
- The NMRLS Security Summit on October 4<sup>th</sup> at the Lunenburg Public Library.
- The MLTA/Massachusetts Friends of Libraries (MFOL) Joint Annual Conference on November 1<sup>st</sup> in Marlborough: *Tools of the Trade*.

### **Recognition**

The trustees would once again like to thank the library staff for sustaining their level of excellent service to the community. Two full-time library staffers retired in mid-year and their positions were not filled due ultimately to the pending budget cuts. Despite this loss, the staff rallied like true



professionals to maintain the quality of service that accounts for much of the community support for the library.

### **Volunteerism**

The trustees would like to acknowledge with gratitude those skilled volunteers who work largely out of sight of the public performing critical tasks that keep the library functioning. The 1,765 hours these volunteers worked in the library in 2008 were equivalent to 91% of a full-time paid staff member. These dedicated volunteers were honored at the annual recognition brunch on October 29<sup>th</sup>.

### **Friends of the Library**

The trustees want to congratulate the Friends of the J.V. Fletcher Library, Inc. for their very successful annual fund raising effort to raise money for the library improvement project. The results of this project continued to be greeted by the public with delight and enthusiasm.

The trustees would like to praise the Friends for their very successful membership drive and book sale program. The Friends hosted four book sales throughout the year, providing a treat for our book lovers while generating revenue to support the library.

The Friends continued to fund the purchase of new DVDs and the latest bestsellers for their popular rental programs. They also purchased the majority of the museum passes and funded the summer reading programs, the various holiday programs, and the juvenile, teen, and adult programs.

The trustees wish to thank the Friends for agreeing to take over the daunting task of establishing a library foundation. The trustees feel that such a foundation will play a crucial role in sustaining the library in the future.

### **Note**

The library trustees generally meet at 7:00 PM at the library on the first Monday of the month throughout the year. An updated schedule is maintained at the library website: [www.westfordlibrary.org](http://www.westfordlibrary.org). The trustees may be reached through this website and all library policies are available there for public viewing.



# MOSQUITO CONTROL

The Central Massachusetts Mosquito Control Project (CMMCP) currently provides its services to 38 cities and towns throughout Middlesex and Worcester counties.

Timothy Deschamps  
*Executive Director*

Timothy E. McGlinchy  
*Director of Operations*

The Project's headquarters is located at 111 Otis St., Northborough, MA. Project personnel are available to meet with any town board or resident to discuss the Project's procedures and activities. Our phone number is (508) 393-3055.

CMMCP practices Integrated Pest Management (IPM), blending state of the art methods and techniques with expertise, experience, and scientific research to provide our member communities with modern, environmentally sound, cost effective mosquito control. IPM encourages the use of non-chemical means to accomplish the goal of mosquito reduction.

The Mosquito Awareness program which we offer to elementary schools in our district is very popular. Project staff meets with students and teachers to discuss mosquito biology, mosquito habitat, and control procedures. Much of the presentation is directed towards what the children and their families can do to prevent mosquitoes from breeding around their homes. Slides, videos, handouts, and coloring books help to make this an interesting program.

As part of our effort to reduce the need for pesticides, our first line of control is our ditch maintenance program. By cleaning clogged and overgrown waterways, mosquito breeding can be reduced, drainage areas are returned to historical conditions, and water quality is improved. Source reduction, the elimination or reduction of a mosquito breeding source (i.e. water-holding containers), is practiced by alerting residents and business owners about potential mosquito producing sites they have created. They are informed about basic mosquito biology, and the need to eliminate these man-made breeding sources.

Bacterial larval control with Bti (*Bacillus thuringiensis*) is used to treat areas where mosquito larvae are found and source reduction or wetland restoration is not feasible. We have an extensive database of known breeding sites, and we encourage the public to notify us of any areas they suspect could breed mosquitoes. Our field crews will investigate all requests and treat the area only if pre-determined thresholds of mosquito larvae are exceeded. Bti is a naturally occurring product, and is exclusive to mosquito larvae, preserving other aquatic organisms in their habitat.

Our goal is to handle all mosquito problems with wetlands restoration, source reduction or larval control, but we recognize that there are times when adult mosquito spraying is the only viable solution. In such cases residential areas are treated with either hand-held or pick-up truck mounted sprayers. Applications are site-specific and are determined by weather, type of area and mosquito population levels. These applications are initiated **only by request** of town residents. A phone notification system has been installed to announce potential spray areas for member cities and towns on their scheduled evening, and this information is listed on our website.

The project's surveillance program monitors adult mosquito and larval population density, and is the backbone for prescribing various control techniques. We have expanded the adult collection program to monitor for West Nile Virus in our service area. Specialized traps are used as a mobile force for viral monitoring, and are placed in member towns on a weekly basis for routine sampling. If a WNV or EEE hot spot is identified, surveillance is intensified to sample mosquitoes in that area and these collections are sent in to the Mass. Dept. of Public Health for virus testing.

We are now running a research and efficacy department which checks for efficacy of our products and techniques, and to research in new or different areas of mosquito control. GIS has been added to our operations to allow better data collection and analysis.

The Project has a website at [www.cmmcp.org](http://www.cmmcp.org) which has extensive information on our program, products we use, and mosquito control procedures. Requests for service as well as pesticide exclusions can be made through the website.

# NORTHERN MIDDLESEX COUNCIL OF GOVERNMENTS

Formed by state law, the Northern Middlesex Council of Governments (NMCOG) is one of thirteen regional planning agencies in the Commonwealth. NMCOG serves nine communities: Billerica, Chelmsford, Dracut, Dunstable, Lowell, Pepperell, Tewksbury, Tyngsborough and Westford. NMCOG provides professional technical assistance on transportation, economic development, land use, community development, permitting, smart growth, housing, historic preservation, open space and conservation, geographic information systems (GIS), pre-disaster mitigation, and environmental protection. NMCOG devotes a large share of its resources to transportation issues. Transportation planning is undertaken in cooperation with the local communities, the state transportation agencies and the Federal Highway Administration.

James Silva, Alternate Councilor,  
*Chairman of NMCOG*

Robert Jefferies, Councilor, Westford  
*Board of Selectmen*

Fred Palmer, Councilor, Westford  
*Planning Board*

NMCOG provides regionalization in the areas of planning and resource management by fostering cooperative efforts between municipalities. Additionally, NMCOG encourages collaboration between the public and private sectors. NMCOG also promotes the interests of the local communities at the state and federal level and often acts as a liaison between the municipalities and other levels of government.

NMCOG maintains a staff of professional planners and technicians to assist in developing and implementing its policies. NMCOG meets monthly (usually the third Wednesday of each month) at its new office located at 40 Church Street, Suite 200, Lowell, MA. All meetings are open to the public. The agency's website is at [www.nmcog.org](http://www.nmcog.org) and contains useful regional information. Assessments upon the member communities are on an equal per capita basis and are used to provide the local match required to access various State and Federal funding programs. NMCOG's FY 2009 budget included \$72,733 in local assessments, of which \$5,389.40 represented Westford's share.

NMCOG's governing body is comprised of a chief elected official (Selectman or City Councilor), a Planning Board member and an alternate from each member community.

In 2008, Alan Nudler resigned as the Westford Planning Board representative. He actively represented the town for several years and will be missed. Fred Palmer took his place towards the end of the year. Additionally, Jim Silva was reelected to a second term as Chairman by NMCOG's members.

Over the year, NMCOG assisted Westford and MassHighway in the planning and design of traffic improvements along the Route 110 corridor. In addition, NMCOG staff continued to assist the Town in advancing the Bruce Freeman Bike Path. Phase 1 of the bike path project is now under construction. NMCOG also started assisting the Town with the planning and design of Phase 2 of the project, which will extend into the Town of Acton.

NMCOG worked with MassHighway and its consultant on the I-495 Transportation Improvement Study. The recently completed study examined current and future traffic and safety conditions along the I-495 corridor, from the Westford/Littleton line to Salisbury. The project scope of work included a feasibility analysis for creating a new interchange at Route 225 in Westford.

NMCOG undertakes an annual traffic counting program by collecting over one hundred counts at various locations throughout the region. Many of these counts are conducted within Westford. The count data is incorporated into a traffic count book and map that is distributed to local officials. Traffic count data is also available on the NMCOG web site.

NMCOG continues to provide assistance to the Lowell Regional Transit Authority (LRTA) in obtaining federal capital and operating assistance, marketing programs to increase riders and revenue, statistical monitoring and analyses and evaluation of the LRTA's route structure and scheduling. In particular, transportation services are available to Westford seniors via the Cameron Senior Center. LRTA and NMCOG began working with Westford officials to examine the potential for providing fixed route bus service along Route 110 and to the Cameron Senior Center.

The Council, in cooperation with the U.S. Economic Development Administration (EDA), completed updating the *2004-2008 Comprehensive Economic Development Strategy for the Greater Lowell Region*. The document provides a plan for addressing the economic development problems facing the region by striving to achieve a goal of balance between economic development initiatives and maintaining the quality of life for area residents and businesses. Soon an application will be filed with EDA to form an Economic Development District to meet this goal.

In early 2008, NMCOG filed the necessary papers with the state to establish a non-profit corporation division which will pursue private and non-profit funds for economic development and housing initiatives throughout the region. The Commonwealth granted the formation of the Northern Middlesex Economic Development District, Inc. with Jim Silva as its president.

NMCOG staff completed the economic development component of the Westford Comprehensive Master Plan. This project work was funded partly by the Town and partly with monies provided by the Massachusetts Department of Housing and Community Development, using technical assistance funds made available as part of the state's Expedited Permitting Program. The Comprehensive Master Plan is under review by the Planning Board and will be acted upon by Town Meeting in May 2009.



## PARKERVILLE SCHOOLHOUSE COMMITTEE

Parkerville Schoolhouse evokes the rural charm of Westford's bygone days of a century ago. Dressed in period clothing, students practice dip-pen writing, march to the wind-up Victrola, learn local history and play old-fashioned games. The scene resembles "Little House on the Prairie." The Parkerville Schoolhouse Committee continues to keep the property well maintained. The historical collection, after 20 years, continues to grow. The committee's Friends recently became members of the Country Schoolhouse Association of America. Check out our website at [www.ParkervilleSchoolhouse.org](http://www.ParkervilleSchoolhouse.org).

Under the auspices of the Friends of the Parkerville Schoolhouse, Inc., a town-wide mailing was conducted in October. The Board of Directors is appreciative of the continuing financial support from the townspeople. Although the town owns and insures the building, all projects at the schoolhouse are done at no cost to the town. In the spring, 21 local third-grade classes participated in the Old School Days field trip to the schoolhouse. Several classes from Acton and Hudson, MA, were also in attendance. Jane Jurgeleit, June Kennedy, Dolly Michaelides, Bonnie Oliphant and Melva-Jean Shepherd served as schoolmarms. The lathstring is out for the 2009 classes. An Open House for townspeople in November also served as a reunion for those students who attended Parkerville Schoolhouse before its closing in 1929. For this occasion, Parkerville member Jay Spadano assisted Cub Pack 102, Tiger Den #3 in decorating the schoolyard with cornstalks, scarecrows and pumpkins.

Many meetings and parties were held during the year. Volunteers have made seasonal decorations for the windows and offered help for cleaning. Westford Academy student Eva Parish gave community service to the Board of Directors. The Friends welcomed Dolly Michaelides to the Friends' Board of Directors this year.

There are tables and chairs to accommodate 50 people. The rent is reasonable. Townspeople are invited to call Heidi Hatke at 978-392-6827 to reserve the building.

The combined meetings of the Parkerville Schoolhouse Committee and Friends are normally held at the schoolhouse on the second Monday of the month at 7:00 PM. If you plan to attend a meeting, call June Kennedy at 978-692-8924.



Old School Day at Parkerville

Heidi Hatke  
*President*

Charles Cusson  
*Vice President*

Susan Cusson  
*Recording Secretary*

John Wilder  
*Treasurer*

June Kennedy  
*Corresponding Secretary*

Roger Plaisted  
H. Jay Spadano

# PARKS AND RECREATION COMMISSION

The Parks and Recreation Commission acts as a policy-setting committee for the Parks, Recreation and Cemetery Department. The commission oversees short- and long-range planning for recreational facilities and site acquisition, as well as the development and maintenance of existing recreational facilities. The seven members of the commission are appointed by the Town Manager. The Commission meets the first week of each month. The Cemetery Commission, a separate commission, acts as the policy-setting committee for the cemetery operation.

Kevin "Kacy" Caviston  
*Chair*

Carolyn Metcalf  
*Vice-chair*

Colleen Barisano  
Ken Hanly  
John McNamara

The Parks, Recreation and Cemetery Department has responsibility for recreation programming, parks and grounds maintenance, and cemetery maintenance and operations. Department staff: Patricia Savage, Director; Sandra Habe, Assistant Director; Debra Barry, Office Administrator; Danielle Leblanc, Senior Assistant; the following staff are shared positions with Highway Department: Jonathan Revis, Parks/Grounds Operations Supervisor; Robert Upperman, Parks/Grounds Crew Leader; Richard Nawoichik, Cemetery Supervisor; Brian Auger, Lloyd Leach, Glen McCarthy, and Brian Shipley, Heavy Equipment Operators. The administrative office is located at 35 Town Farm Road. Website [www.westfordma.gov/rec](http://www.westfordma.gov/rec)

Annual Town Meeting in May, 2008 voted to accept the provisions of M.G. L. c.44 §53F1/2 establishing an Enterprise Fund for Recreation. An Enterprise Fund gives the town the flexibility to account separately for services for which a fee is charged. The advantages of an Enterprise Fund include that it identifies the total service costs, provides useful decision making information regarding user charges and fees, and retains investment earnings in the fund. The Enterprise Fund is accepted for three years and includes direct and indirect costs.

## Programs

Program highlights for 2008 include the addition of an outdoor nature summer program at the East Boston Camp site. The program included outdoor science and nature activities along with traditional summer activities of swimming, crafts, sports, and boating. Crew has been added for high school age and adult individuals. Six erg or indoor rowing machines were purchased and instructor Ken Gifford has been coaching participants through workouts. The indoor season will transition to outdoor rowing at Forge Pond with opportunities for competition. Summer Kids Club and Kids Club Junior were both held at the Nabnasset School site. Early drop off and extended day options continue to be a popular option for parents. Michelle Olsen and summer swim staff offered a new class for students with special needs. The program was successful and should be offered again next summer.

Westford Partnership for Children After School Enrichment program operates in all six elementary schools and for middle school participants at Stony Brook Middle School. New offerings include no bake cooking, Chinese, arts & crafts, sports & games, reading & writing, tae kwon do, math, and computers. Special programs are offered on half days and professional day. Website [www.westfordma.gov/wpc](http://www.westfordma.gov/wpc)

## Parks and Grounds

Parks and Grounds maintains parks and recreation areas as well as other town properties. Major field improvements at the American Legion ball fields in Graniteville included reconstruction of several infields, grading and addition of clay fill of all seven infields, repairs to outfield damage to turf, and repairs to bathrooms and irrigation systems. New fenced dugouts were constructed by a local contractor as well as repairs to backstops. Repairs to lighting and irrigation at the VFW field in Forge Village were addressed throughout the season.

Increased use of the Town Common has resulted in increased maintenance. It is anticipated the addition of an irrigation system funded by the Common Restoration Project will help in maintenance of the property.

Damage from the December ice storm was fairly extensive to Town Common trees. The crew will watch for signs of stress during the spring season.

### **Ronan McElligott Memorial Playground**

The Ronan McElligott Memorial Playground Committee headed by Stephanie McElligott fundraising efforts continued through 2008. The project is in memory of Ronan, a five month old who suffered from Leigh's disease and passed away in August, 2007. The disease would have left Ronan with multiple disabilities and unable to play on a traditional playground. The project is raising funds for a barrier-free or boundless playground where children of all abilities will be able to play together. The Committee held several fundraising events, applied for grants, and received donations toward the \$280,000 goal. Website [www.westford.com/ronansplayground](http://www.westford.com/ronansplayground)

### **Westford Community Fields**

Fundraising organizers have met to formalize efforts for construction of two new synthetic turf fields at recreation property off Nutting Road and resurfacing of Westford Academy Alumni Stadium field. Site plan review has been completed for the Nutting Road fields.

### **Town Farm**

The department has been located at 35 Town Farm for one year. Programs are being offered in the community room creating an additional revenue source for the department. The staff has been moved to the original building as an energy conservation and cost savings measure. A temporary wall was constructed at the top of the stairs to minimize heat loss. The Senior Tax Work program worker was able to paint the outdoor entry ways, outside doors, railings, and stairs as part of the ongoing maintenance of the building.

## PERMANENT SCHOOL BUILDING COMMITTEE

In 2006 the contractor was declared in default on the Stony Brook Middle School project, and outside counsel was retained by the Town to pursue the committee's claim against the bonding company for its failure to complete the project. Suit was filed in Norfolk Superior Court to recover the costs of the work which should have been completed by the contractor and/or the bonding company. The suit has progressed slowly, with request for documents from both parties.

The pending litigation is the only work remaining to be completed by the Permanent School Building Committee, which began its work in 1988.

Kenneth Morgan  
*Chairman*

George Murray  
*Vice-chairman*

Steven Brierley  
*Secretary/Treasurer*

Arthur Benoit  
Karen Cavanagh

Thomas Ellis  
Angela Harkness

Robert Jefferies  
Mike Mulligan

Kirk Ware  
Victor Weisenbloom

Katherine Thompson  
*Assistant to the Committee*



## PERMANENT TOWN BUILDING COMMITTEE

In 2008, the Permanent Town Building Committee was focused on two projects that will require the renovation and addition to older historic buildings that still provide vital functions for the Town of Westford.

### Cameron Senior Center

The Cameron Senior Center project is an ongoing project to renovate and redesign the existing senior center to accommodate the needs of our growing senior population. The committee has been working with Graham/Meus Architects and many town committees to complete the design needs of the project. Graham/Meus and the committee presented the Board of Selectmen with preliminary designs in September that had a preliminary estimate that was significantly higher than the original \$4 Million estimate. Since then, the committee has worked diligently with the architect and other impacted Town boards and neighbors to modify the design to reduce the cost of the project and to address the concerns of all impacted stakeholders. The committee will be requesting a warrant article for 2009 Annual Town Meeting for the construction funds for the project.

### Town Hall Project

In late 2007, the Town Hall was closed due to concerns with the structural support system for the building. All departments were relocated to other town buildings. It was determined that before the building could be reopened, a study should be performed to determine not only the extent of the structural repairs that would be needed, but also what space requirements and other building upgrades that would be required. Upon the direction of the Board of Selectmen, the committee completed the designer selection process for the selection of an architectural firm to complete the feasibility study for the repair and renovation of Town Hall. Proposals were received from nine firms. After interviewing three selected firms, the committee recommended the selection of Kang Associates of Sudbury, MA to complete the Feasibility Study. Kang Associates began their work in the early summer by reviewing the staffing and space needs for each department. The study also included a review of two other town buildings (Roudenbush Community Center and Frost School) as well as the Franco American Club as possible locations for a Town Hall Annex. Kang Associates developed several initial design schematics and recommended that the existing Town Hall be renovated with an addition added to the rear of the building. Kang recommended that all departments that were originally in Town Hall should remain in the building and not be separated in satellite locations or a Town Hall annex. The design schematics were reviewed by all impacted departments and boards at a meeting in November. The preferred concept was Alternative D2. This includes a two story addition to the rear of the building with a new handicap accessible entrance to the parking lot, and a large meeting room space. A second one story addition to the west of the building was also included for archival storage.

### Committee

In the past year, the Permanent Town Building Committee accepted the resignation of one of our original members, Lawrence Order. We thank Larry for his years of service. The committee also welcomed two new members, Douglas Fannon and Kirk Ware.

Our meetings are generally held every other Wednesday at 6:30 p.m. at the Cameron Senior Center. Information about our committee and our meetings can be found at [www.westfordma.gov](http://www.westfordma.gov).

Thomas Mahanna  
*Chair*

Karen Cavanagh  
*Vice-Chair*

Nancy Cook  
*Secretary*

Paul Davies  
*Treasurer*

Douglas Fannon  
Kirk Ware

# PLANNING BOARD

## Planning Board Membership

The Planning Board consists of five members. Planning Board members are elected and serve 5-year terms. Terms are staggered with one board member seat being up for election in 2009.

At the May 6, 2008 Annual Town Election, current board member Kevin Borselli was voted to a 5-year term replacing former board member Allen Nudler, who did not seek re-election.

Defined by Massachusetts General Law the Board has two functions: to establish planning goals and to prepare plans to implement those goals, which take the form of the town's zoning bylaws; and to administer the Subdivision Control Law which establishes the process for development of new roads and new housing. A developer's proposed plans are carefully scrutinized for roadway design, drainage, soil conditions and a host of details related to proper siting. The Board is also designated as the permitting authority for various site plan submittals under the local Zoning By-Laws (Ch. 173).

The Planning Board typically meets on the first and third Monday of each month at the Millennium Building. Meetings are open to the public.

## Staff

The Planning Department's current staff reflects the active role the department plays within the community.

- Norman Khumalo, Assistant Town Manager, Land Use Director
- Ross Altobelli, Planner
- Tina Landry, Administrative Assistant

Planning staff acts as professional advisors to the community and its leaders. Staff members organize and attend meetings, provide technical assistance, offer professional opinions, and guide residents, developers and businesses through the town's various permitting processes. Staff members also offer technical advice and expertise to several boards, committees, and town departments including the Planning Board, Zoning Board of Appeals, Affordable Housing Committee, and other committees as needed. The Planning Department is not a permit granting authority. Its function during the permitting process is to integrate laws, regulations and plans with the Town's goals to ensure that the best interests of the Town and its residents are served.

The Planning Board is pleased to present this account of the significant events and activities of the Board for 2008.

Ross Altobelli  
Planner

Andrea Peraner-Sweet  
Chair

Michael Green  
Vice Chair

Frederick Palmer  
Dennis Galvin  
Kevin Borselli

## Applications

The following table is a summary of the number of applications received and their end of year status.

PLANNING BOARD APPLICATION SUMMARY 2008				
Type	Status			
	Approved	Denied	Withdrawn	Pending
SITE PLAN	9	1	0	1
SP (PRINCIPLE USE)	1	0	0	0
SP (MAJOR COMMERCIALPROJECT)	1	1	0	0
SP (WASTEWATER TREATMENTPLANT)	1	0	0	0
SP (PLANNED COMMERCIAL DEVELOPMENT)	0	1	0	0
SP (FLOOD OVERLAY DISTRICT)	2	0	0	1
SP (REDUCTION IN PARKING)	2	0	0	0
SP (SIGN PERMIT)	1	0	0	0
SUBDIVISION, APPROVAL NOT REQUIRED	10	0	0	1
DEFINITIVE SUBDIVISION	2	0	0	3
SP (COMMON DRIVEWAY)	1	0	0	0
SP (FLEXIBLE DEVELOPMENT)	0	0	0	2
SP (OPEN SPACE RESIDENTIAL DEVELOPMENT)	0	0	0	1
PRELIMINARY SUBDIVISION	1	0	0	1
<b>TOTALS</b>	<b>31</b>	<b>3</b>	<b>0</b>	<b>10</b>

SP = Special Permit

Highlights of the year include:

### Cornerstone Square - Boston Road / Littleton Road

On March 17, 2008, the Board voted by a vote of three in favor and two opposed to approve the Planned Commercial Development (PCD) and Major Commercial Project (MCP) Special Permits, thereby having the effect of denying such and filed both decisions on April 24, 2008 with the Office of the Town Clerk.

On August 27, 2008, the Applicant and Planning Board engaged in mediation relative to the applicant's appeal of the denial for the proposed project. On November 3, 2008 both parties stipulated, subject to the Court's approval, to remand the matter back to the Town of Westford Planning Board.

It is anticipated that this project will be back before the Planning Board early in 2009.

#### **Band Stand – Town Common**

On March 17, 2008, the Planning Board voted to approve the Site Plan for the construction of a band stand on the Town common. The application, which was submitted by the Westford Historical Society and Historical Commission, is an effort to restore the original 1861 bandstand which came down just after the start of the 20<sup>th</sup> century. The new structure will be designed to sit around the base of the flagpole and have a component which will enable a temporary tent-like structure in the event of inclement weather.

#### **PUMA – Lyberty Way**

For the past nine years PUMA North America Inc., has been operating out of 5 Lyberty Way in Westford. Over that time they've experienced tremendous growth and no longer have the capacity in their current location. On January 18, 2008 the Planning Board approved the re-development of a portion of the property at 10 Lyberty Way by adding a 24,399 square foot second floor onto a portion of the building and expanding the parking lot. This will be the national headquarters for PUMA North America in America.

#### **Goddard School – Concord Road**

On August 18, 2008 the Planning Board approved the Site Plan of Gregel School Investors, LLC, for the construction of an 8,000 Sq. ft. day care facility located at 162 Concord Road. The facility will accommodate up to 132 children ranging from the ages of six months through six years.

#### **Comprehensive Master Plan**

The Planning Board and the Comprehensive Master Plan Committee (CMPC) have finalized work on the updated Westford Comprehensive Master Plan. This is after many months of consultations with residents, staff and town boards and contemporaneous reviews and revisions at public hearings held by the Planning Board. The goal is to present this important plan for approval at the May 9, 2009 Annual Town Meeting.

The Board continues to promote the use of the alternatives to standard subdivision development through the use of its open space bylaw and flexible development bylaw. These bylaws offer the Town the opportunity to guide development to create subdivisions with increased open space, affordable and over 55 housing and reduced impact on Town services through better site planning.

The Board would like to thank all of the review departments, commissions and boards for their valued input into projects. The Board would particularly like to thank John Livsey for his service and dedication over the last three and a half years as Town Engineer. We wish him well in his new position in Lexington.



## POLICE DEPARTMENT

2008 was a very significant year for the Westford Police Department because of the retirement of Westford Chief of Police Robert M. Welch in January 2008. Chief Welch served full-time on the Westford Police Department for thirty-five years, the last fourteen years as Chief. During his tenure as Chief, Bob Welch oversaw the design and construction of a new Police facility, and the professional certification (2003) and accreditation (2005) of the Westford Police Department.

Thomas McEnaney  
*Chief of Police*

Walter Shea  
*Deputy Chief*

Joseph Roy  
*Captain*

Victor Neal  
*Captain*

In January 2008 Deputy Chief Thomas M. McEnaney was named Westford's fourth Chief of Police after twenty-two years of full-time service to the Westford Police Department. Chief McEnaney served in all previous ranks of the department before attaining the rank of Chief. Chief McEnaney's focus and philosophy of policing is that of professionalism, training, and accountability at all levels of the department from sworn officers to civilian staff. When this happens, civil liability is reduced, personnel safety is maximized, and the service to the public is delivered in a most efficient and effective manner consistent with professional policing for the 21<sup>st</sup> century.

Westford police detectives under the command of Detective Sergeant David Connell were officially commended by Chief McEnaney for investigative excellence in 2008. Three bank robberies were under investigation by the Special Services Division during the winter months of 2008. After a lengthy and diligent investigation by Westford detectives, all three robberies were solved and three individuals were subsequently indicted for these robberies.

In October of 2008 the Westford Police Department was assessed by representatives from the Massachusetts Police Accreditation Commission (MPAC). This process opens the door to the department for examination and criticism by an outside agency (MPAC) by examining all aspects of the department's practices and procedures. The department passed the assessment and it exceeded the standards set by the commission. Out of the 351 communities throughout the commonwealth as well as campus police agencies, there are currently 130 law enforcement agencies in the accreditation program. Of these, only 28 agencies including Westford have achieved the highest credentialed status of accreditation. Some of the benefits of being an accredited police agency are as follows:

- Provides a norm for the agency to judge its performance
- Provides a basis to correct deficiencies before they become public problems
- Requires the agency to commit policies and procedures to writing
- Promotes accountability among agency personnel
- Provides a quality assurance review of the agency
- Enhances the reputation of the agency and promotes public confidence
- Provides an effective risk management tool for preventing and reducing loss in professional liability claims

The ice storm of December 2008 put the men, women and resources of the Westford Police Department to a severe test. During the storm and the six days afterward, the Police Department handled 3,576 phone calls from the community, an extraordinary number. This number reflects a

700% increase in call volume during a normal period. Call volume for emergency 9-1-1 calls increased by 400% during this event. Fatigue among the Police Department's staff became an issue as the event reached day four, five, and six. Staffing levels at the Police Department have not changed since the year 2000, but officer morale remained high during this event and all calls from the residents of Westford to the Police Department were answered.

The current state of the economy has resulted in the loss of the police department's Community Policing Grant for FY 2010. Funds for programs and services provided through this grant were intended to supplement, *not supplant*, local police department budgets. The Westford Police Department used previous grant funds for police bike patrols, boat patrols, crosswalk enforcement, K-9 training, and directed patrols targeting a specific community crime or disorder problem.

After six years of dedicated service the department's K-9 dog "Fax" has been retired. The department will miss Fax's talents and special contribution to the department and the community. The good news is Fax will live out his days as a family pet in the home of his handler, Sgt. David Connell. Currently the department's K-9 program has been temporarily suspended due to funding issues.



*Westford police K-9 Fax, adjusting to life in retirement.*

In 2008 and in conjunction with the Council on Aging and several Westford residents, the Westford Police Department began work on Project Lifesaver. Project Lifesaver uses state of the art technology in assisting those who care for victims of Alzheimers disease and other related mental dysfunction disorders. These victims include the elderly and the youngest in our community who are afflicted with Down syndrome and autism. A wrist watch sized device worn by the person who has become lost transmits a guidance signal to a receiver monitored by the Police Department. The police are then able to narrow their search pattern based on the transmitted signal. The average time in finding a person fitted with this device is 30 minutes or less from the time police first arrive on the scene. Westford Police Officer training in Project Lifesaver is scheduled for March 2009

and the project should be functional by April 2009. *Project Lifesaver* is a nonprofit organization run by volunteers who rely on donations from citizens and businesses. For more information visit [www.projectlifesaver.org](http://www.projectlifesaver.org).



*Police Chief McEnaney switches to more efficient 2008 Dodge Charger cruiser package*

# POLICE DEPARTMENT

## Roster

### *Chief of Police*

Thomas M. McEnaney

### *Deputy Chief*

Walter R. Shea

### **Captains**

Victor F. Neal Jr

Joseph J. Roy

### **Lieutenants**

Hervey P. Cote

Ronald L. Paulauskas

Donald H. Pick

Joseph A. Shields

### **Sergeants**

Mark P. Chambers

Stephen E. Keins

Gregory D. Marchand

Marc T. Proia

Stephen F. Timothy

### **Patrol Officers**

Dave Bettencourt

Michael E. Croteau

Brian Gendron

Scott J. Hyder

James P. McCusker

David P. O'Hearn

Joseph A. Walker

Jonathan Byrne

Joseph Eracelo

Derek P. Hartley

Michael Jelley

Robert P. Musto

Corey Peladeau

David M. Welch

Justin L. Agraz  
James Connolly  
Matthew Furlong  
Jon-Allen Haslam  
Amy Landry  
Daniel O'Donnell Jr  
David Silton

### **Special Services**

Det. Sgt. David S. Connell-K9

Det. Sgt. William G. Luppold Jr.

Det. James D. Peloquin

SRO Michael J. Perciballi

Det. Christopher D. Ricard

Det. Dennis A. Rogers

### **Telecommunicators**

Ryan Cobleigh  
Ashley Piche  
Courtney A. Theberge

William F. Duggan  
Andrew Sherman  
Timothy H. Whitcomb,  
Operations Administrator

### **Office Personnel**

Jo E. Cobleigh  
Michelle L. Wright

Tammy L. Jones  
Linda K. Zarzatian

### **Custodial**

Donald Guillmette



## Police Call Log

9-1-1 Hang up	313	Maintain the Peace	18
9-1-1 Non-Emergency	246	Medical	1162
9-1-1 Other Jurisdiction	8	Message Delivery	33
		Missing Person	10
Accident Industrial	3	Mutual Aid	65
Accident MV-Injury	61	MV Abandoned	9
Accident MV-No Injury	467	MV Citations Issued	2979
Alarm	1250	MV Disabled	228
Animal Bite	5	MV Violations	481
Animal Control Officer Call Out	132		
Animal Cruelty	2	Officer Wanted	622
Animal/MV Collision	18	Order Served	131
Animal Stray	20		
Arrest	185	Property Found	85
Assault & Battery	11	Property Lost	38
Assault-Simple	11	Property Recovered	4
		Property Take Possession	8
Bank Escort	202	Protective Custody	13
Bomb Threat	1	Prowler	3
Breaking & Entering	46		
Building Found Open	176	Repossession	6
By-Law Violations	66	Restraining Oder	14
		Violation	
		Robbery-Armed	2
Child Abuse/Neglect	6	Robbery-Unarmed	2
Commitments	23	Rubbish Disposal	11
Counterfeiting	6		
		Safety Hazard	315
Disorderly Conduct	5	Search Warrant	8
Disturbances	359	Security Check	73
Domestic	149	Sexual Assault	13
Drug Law Violations	19	Sudden Death	6
		Suicide Attempt	4
Firearm Violations	6	Surveillance MV	23
Fire MV/Bldg/Brush	83	Surveillance Person	54
Fireworks Violation	10	Suspicious MV/Person	379
Fraud	22		
Funeral Escort	7	Telephone Harassment	49
		Traffic Hazard	246
Health Hazard	11	Transportation	44
		Trespassing	26
Identity Theft	39	Truancy	5
Indecent Exposure	3		
Injury to Property	165	Vehicle ID Number (VIN)	6
		Check	

*Police Department*

Larceny	146	Well Being Check	162
Larceny From MV	43		
Larceny MV-Auto	8		
Legal Advice	262		
Liquor Law Violations	8		
Lock Out	224		
		<b>Total</b>	<b>9163</b>

# RECORDS & ARCHIVES MANAGEMENT COMMITTEE

The Records & Archives Management Committee focused its activities on preservation work sessions as Town Hall was emptied of records while also encouraging the Selectmen and Permanent Town Building Committee in their efforts to find a permanent archival storage space for the Town's historic treasures.

Virginia Moore  
*Chair*

Ellen Harde  
Jane Hinckley  
Sandy Martinez  
Robert Oliphant  
Kaari Mai Tari

## Records Management

Committee members attended informational meetings with the Director of the Goodnow Library and Sudbury Archives Director William Tallentino, and the Digital Commonwealth. Both meetings underscored the need to organize digital records in a way that make them conveniently accessible to the public.

The committee worked on a digitizing project collaboratively with the Registry of Deeds at no cost to the Town to scan several thousand pages of Selectmen's and other committee minutes. We are grateful to Register Richard Howe for proposing the collaboration, to Asst. Register Anthony Accardi for coordinating the program and to Tyler Lagasse for doing such a fine job scanning those documents. Back in Westford, Paul Murray and Arthur Chabot lent their computer expertise to convert the single page tiff documents to multipage pdfs and upload them to the Document Management System (DMS). View Town documents online at: [westfordma.gov/pages/online services/documents/dms](http://westfordma.gov/pages/online services/documents/dms)

Many departments came together to shred records with permission to destroy from the Division of Public Records, which eliminated several square feet of unnecessary records. Since the implementation of the Town's new Document Management System in March of 2008, departments are looking at their records management processes to eliminate storage of scanned documents in work spaces.

## Preservation

The following preservation efforts were undertaken in the last calendar year:

- The Selectmen approved the transfer of the Town's permanent documents from the still vacant Town Hall to an off-site location in town. The improved environment and security has greatly enhanced the stability of the archives.
- Committee members and department staff spent many Fridays in November and December cataloging approximately 200 of the 380 volumes of permanent town records that were stored in the Town Hall basement vault. These volumes will be cleaned and then stored off site with the rest of the archives. Special thanks to Bill Conole for volunteering his time at one of those sessions.
- The collection of Town records dating from the 1780s to the 1920s, known as the Tin Box Archives, has now been completed thanks to the leadership of Marilyn Day, former director of the Westford Museum and member of the Board of Directors of the Historical Society, who was assisted by Pat Louch, Sandy Martinez, Melva Jean Shepherd, and Beth Shaw. In August these records were transported via Book Mobile to our off-site storage facility. We are grateful to Library Director Ellen Rainville for finding space to house this collection while it was being archived and allowing us to use the Book Mobile for transporting such a unique collection. We are also indebted to Book Mobile Branch Manager Maureen Barry whose great humor and skillful maneuvering brought the collection safely to its current location.

- Town Meeting in 2008 appropriated Community Preservation Funds for the digitizing of 9 reels of microfilm for greater public access.
- Sandra DeMagistris began scanning and indexing planning and zoning applications and decisions into a newly created Document Management System (DMS). Working 14 hours per week through a FY2007 CPA grant, Sandra was able to scan more than 2,000 documents in 2008. These documents are available on the town's Document Management System (DMS) as soon as they have been indexed.
- Sixteen volumes of cemetery records that have been housed in the administrative offices of the Cemetery Department, were conserved and microfilmed.
- Engineering and Building plans were microfilmed and scanned into a document management system. Special thanks to Cindy Kahrs and Semra Erdal for volunteering many hours to indexing our commercial building plans in preparation for scanning.
- Two data loggers were purchased to monitor temperature and humidity in records storage areas.
- Committee members worked with the Comprehensive Master Plan Committee to add preservation of historic records and an archives center to the Historic Preservation portion of the Comprehensive Master Plan.



# RECYCLING COMMISSION



In 2008 the Recycling Commission partnered with the town's recycling contractor, Integrated Paper Recyclers, to introduce dramatic changes that have meant faster, easier recycling for Westford residents.

## New Recycling Initiatives in 2008

Andrew Bergamini  
Joanne Bergamini  
Kristina Erickson  
Abby Foster  
Ellen Harde  
Elizabeth Sawyer  
Barbara Theriault  
Gayle Wells

### No More Sorting – Everything into One Bin

For Westford residents facing the daily decision of whether to toss an empty container into the trash or into the recycling bin, that choice became easier to make in 2008. Now filling our bins with recyclables and transporting them curbside takes less time and effort than ever before. No more sorting and separating glass, metal, paper, plastic. Every item showing a numbered triangle or listed in the Recycling Guide goes into the same bin, beginning last July when our town's recycling contractor began accepting mixed materials.

### Hundreds More Black and Yellow Wheeled "Toters" Distributed through Town

For over 700 Westford households last year, their bins got bigger and better as well! The Commission oversaw distribution of 700 new recycling toters. Residents were good enough to stop by the former highway garage on Beacon Street to pick up their new bins. Remember, the toter program is being funded by Integrated Paper; the toters make it faster and easier for their workforce to collect recyclables using specially designed trucks. Over the next few years every residence in town will have a large bin – meanwhile, thank you for your patience if you are waiting.

### Getting the Word Out

The Commission is continually on the hunt for new venues to inform our residents. This year, two commissioners hit the spotlight on "Buffy's Bits of Westford," the local Westford CAT interview program, to publicize upcoming events. And because conscientious recycling is a habit best formed early, one commissioner visited with K-2 students this year at the Nabnasset School and used activities like singing and trash sorting to inspire the children - watch out parents! The Commission also provided 80 bins for the classrooms at Westford Academy, where a student-sponsored recycling program continues to grow.

### Other Initiatives

- Ink and toner cartridge collection boxes set up at Roudenbush
- Web survey launched to analyze cardboard recycling habits

### Ongoing Programs Continued in 2008

The Commission organized the following recycling opportunities for our residents:

- Three Used Electronics Collection Days
- A Hazardous Waste Collection Day
- Town-wide Litter Cleanup (TLC) Day
- Spring and Fall Brush Chipping

- Fall Yard Waste Collection for subscribers
- Fall document shredding
- Participated in Farmers Market on the Common

**Material Collected through Westford's Recycling Programs and % Increase or Decrease from Previous Year**

Material & Collection Frequency	2008	2007	2006
<b>Glass, Metal and Plastic</b> Bi-weekly curbside collection	898 Tons +9%	821 Tons +29%	636 Tons +4%
<b>Mixed Paper and Cardboard</b> Bi-weekly curbside collection	1,655 Tons -3%	1,701 Tons -7%	1,835 Tons -3%
<b>Used Electronics</b> Three Collection Days	43 Tons +40%	31 Tons -11%	34 Tons +37%
<b>Brush</b> Two Spring Brush Collection Days	23 Tons +360%	5 Tons -71%	17 Tons
<b>Appliances</b> Monthly Collection by Atlas Recycling	30 Tons -17%	36 Tons -23%	47 Tons -16%
<b>Waste Oil</b> Saturday Collection at Westford Center fire station	294 Gallons -32%	432 Gallons +9%	395 Gallons
<b>Used Books</b> "Reading Tree" walk-in container at Water Department	28 Tons		
<b>Litter</b> Spring Town-wide Litter Collection Day	1 Ton	1 Ton	

**Solid Waste (Trash) Collected in Westford and % Increase or Decrease from Previous Year**

Material & Collection Frequency	2008	2007	2006
<b>Solid Waste</b> Weekly curbside collection	9,345 Tons +1%	9,287 Tons -2%	9,471 Tons -2%

**Other Key Information**

- Gayle Wells returned to the Commission in 2008. Lorraine Zambre attended several meetings, and we hope to welcome her to the group in 2009.
- Elizabeth Sawyer will begin a leave of absence in 2009. Thank you, Elizabeth, for your tireless work on the WRC website, for managing the bi-annual Hazardous Waste Collection, and for always lending your clear and astute perspective to our discussions! And our thanks as well to Mike Sawyer for creating the WRC website, recently cited by MassRecycle as an example of a resident-friendly, informative site.
- The Commission meets the second Thursday of each month from 7:30 to 9 p.m. at the Cameron Senior Center – all are welcome.
- Answers to most recycling questions can be found at [www.westfordrecycles.org](http://www.westfordrecycles.org)

Resident Dana Corr picks up a new recycling totter last fall.



## ✓ REPRESENTATIVE TOWN MEETING STUDY COMMITTEE

Following the 2007 Annual Town Meeting, the Board of Selectmen appointed a five member committee to study the pros and cons of a Representative Town Meeting form of government for the town of Westford and to make a recommendation on whether the Town should pursue the concept. In addition, the Committee was to study and make a recommendation as to the appropriate day and time to hold the Annual Town Meeting. The committee was to have five members, including a representative of the League of Women Voters and four citizens at large. A member of the Board of Selectmen was to be an ex-officio, non-voting member of the committee.

Bob Jefferies and Valerie Wormell shared the Board of Selectmen representation, and Marianne Fleckner served as an alternate member.

The committee issued its final report to the Board of Selectmen on August 26, 2008. The primary recommendations were as follows:

- Keeping the current Open Town Meeting form of government and not changing to an Representative Town Meeting form of government;
- Keeping Saturday as the initial day for Annual Town Meeting as mandated in the current Town bylaws;
- Moving Annual Town Meeting from May back to March or at least April.

Further recommendations for the improvement of Town Meeting participation and detailed results from the survey of residents and interviews with officials from Westford and other towns are included in the committee's report, which is available on the Town of Westford web site: [www.westfordma.gov/Pages/online services/westfordma\\_notices/I0322D50A](http://www.westfordma.gov/Pages/online services/westfordma_notices/I0322D50A)

George Murray  
*Chairman*

Robert Phillips  
*Secretary*

John Cunningham  
Buffie Diercks  
Marianne Fleckner  
Robert Jefferies  
Bob Price  
Valerie Wormell



# ROUDENBUSH COMMUNITY CENTER

## *Celebrating 33 Years of Education and Service to Westford*

The Roudenbush Community Center is celebrating 33 years of education and service as Westford's community center. RCC childcare centers located at 65 Main Street, at Frost, and at the Old Nab School, and the School Age Program at Abbot provide care and curriculum to over 400 children ranging in ages from infant to 7<sup>th</sup> grade.

A wide variety of exciting programs such as adult and children's cooking classes, relaxation and massage, sketch booking, beading, yoga and more are continually offered with a discount to Westford residents. This past year, the popular gymnastics program became a member of "USA Gymnastics" including an invitation-only gymnastics team whose members attend competitions throughout New England.

Also in 2008, the town of Westford made a request to Roudenbush asking that Roudenbush take over the Adult Day Program formerly run by the Westford Council on Aging, which was unable to continue to do so. Therefore, "The Club" was established, a new Adult Social Day Program run by Roudenbush at the same Tadmuck Road location. The Club provides homebound elders socialization and group attention in a safe, comfortable atmosphere.

Throughout the year, Roudenbush "Community Care" programs collected food, books, school supplies, blankets, coats, and more for Westford families and Westford seniors. RCC children and families actively collected items for the Westford Food Pantry adopted families for the holidays, and sent care packages to our soldiers and to shelters in Lowell and Boston. RCC is also a member of the United Way of Merrimack Valley and the Gifts in Kind Program.

RCC co-sponsors the Westford Farmer's Market (WFM) with the WFM Committee which began in 2007 on Westford Common. Many vendors participated in a very successful summer/fall. The WFM and Roudenbush wrote a successful grant (\$10,000) for PR, signs, web design, etc.

### **Awards & Grants Received in 2008**

#### **Grants:**

- MA Special Olympics Grant for Special Needs Programs
- Westford Charitable Foundation Grant – Special Needs Program
- Westford Cultural Grant 2007-2008
- Greater Lowell Foundation Grant – ( 2 year grant) 2007-2008
- Kids Club Grant for Soldiers Project

#### **Awards:**

- Nashoba Valley Chamber of Commerce 2008 – Community Service Award
- Enterprise Bank Community Excellence Award

### **Improving our Services, Efficiency, and Buildings**

- Preschool programs at Old Nab and Main Street and childcare programs at Frost have their national accreditation through the National Association of Education for Young Children (NAEYC), the highest quality in childcare certification, and were both recertified in 2007.

Gary Hultgren  
*Chair*

Stacey Mantenuto  
*Vice-Chair*

Christine Coughlin  
Jack Viera  
Mary Gla-Yao  
Arlene Hammel  
Frank Pisano

- The Roudenbush Scholarship Fund assists RCC families in temporary financial need. The scholarship is funded through profits from the sale of the Roudenbush Map of Westford and other fundraisers. RCC also oversees the Avis Hooper Scholarship, the Patti Mason Music and Art Scholarship Fund, and the Deborah Fridrich Community Education Scholarship in memory of our dear friend.
- RCC is affiliated with the Nashoba Valley Special Olympics, which was started in 2006 by RCC, Dan Gallagher, Tom Basiliere and the help of many dedicated volunteers. Over the past year, over 100 children ages 6-14 and 100 partners (middle school – high school) have participated in activities including soccer, track and field, tennis, basketball, swimming and more. This program is completely free to all athletes.
- RCC offers additional programs for kids with special needs. Funds to run the programs are raised through fundraisers and two grants: The Westford Charitable Foundation and the MA Special Olympics Grant.

During the past year, we have completed the following sampling of building improvements totaling over \$110,000, *funded entirely through RCC fundraising and program income without cost to taxpayers* as part of the care and custody of buildings. This is over and above our regular maintenance budget:

**Frost Building, 75 Main Street**

Exterior staining and painting, entire building  
Exterior porches and columns renovated  
Teachers' room renovation  
Extended work to boiler project  
New electrical work

**Nab Building, 170 Plain Road**

New windows for building (33 total)  
Renovate front bay window and columns

**Roudenbush, 65 Main Street**

New ladies room and men's room (including new floors, partitions, vanities, lighting, paint.)  
Installation of radio panel

**All 3 locations**

New security system

**The Roudenbush Committee**

The Roudenbush Community Center is a town department and is financially self-sufficient. The RCC Committee is appointed by the Town Manager and is responsible for setting policy and is the fiscal agent of its \$2.5 million budget. The committee is divided into three subcommittees: Buildings & Grounds, Personnel, and Finance.

# NASHOBA VALLEY TECHNICAL HIGH SCHOOL

100 Littleton Road, Westford, MA 01886 (978) 692-4711 [www.nashobatech.net](http://www.nashobatech.net)

Nashoba Valley Technical High School is a regional technical high school established in 1969 to serve students grades 9–12 and also provides post-graduate programs for those between the ages of 18 and 25 years old. Nashoba has earned an impressive reputation for producing community leaders as well as providing community service. With an enrollment of approximately 700 students from seven communities, Nashoba Valley Technical High School offers career preparation in 16 technical programs.

Victor Kiloski  
*Assistant Superintendent/Principal*

*School Committee Members*  
Joan O'Brien  
Raymond Riddick  
Douglas Moran



## Administration

Dr. Judith L. Klimkiewicz  
Mr. Victor Kiloski  
Ms Carol Heidenrich  
Ms Melissa LeRay  
Ms Denise Page Pigeon  
Mr. Matthew Ricard  
Mr. George Kalarites  
Ms Clare Jeannotte

Superintendent  
Assistant Superintendent/Principal  
Director of Technology  
Director of Student Services  
Director of Curriculum/Grants  
Dean of Students  
Facilities Manager  
Business Manager

*Accreditation:* New England Association of Schools and Colleges.

*Three 12-week trimesters.* Eight 45-minute periods set in a block schedule, five days per week. The school schedule alternates one week of academic classes with a week in a career-technical area for grades 9 through 12 and post graduate students.

## The Year in Review

In 2008 Nashoba approved the addition of a music teacher to its faculty. It is the first time in the school's history the school has offered a music program in its course selections. This will serve to bring more opportunities to study all areas of the TV media/theatre arts industry.

Nashoba is working to advance its green initiative with an energy audit to assist the school with alternative energy source designation that will serve to train students in the construction of alternative energy sources. Additionally, it will help to offset fossil fuel usage and cost. Nashoba is the first school in the Commonwealth to use water borne paints in its Autobody Program. This reduces, according to research, the volatile gases by approximately 90%.



Furthermore, Nashoba has involved the school committee in its green initiative by emailing agenda packets to save on paper waste and the cost of mailing.

Nashoba continues as a satellite campus for Fitchburg State College with many professional development and advanced graduate matriculation opportunities for teachers and administrators. Classes have been well attended and interesting to all participants.

Finally, NVTHS continues to improve its post secondary opportunities for students with multiple new articulation programs with public and private colleges, as well as, immediate career placement with its ever increasing business and industry partners. Nashoba also offers technical education to suitable recent high school graduates on a space available basis at no cost to the student.

**Vocational-Technical Programs**

Auto Collision Repair & Refinishing  
Automotive Technology  
Banking, Marketing & Retail  
Business Automation Technology  
Carpentry/Cabinet Making  
Cosmetology  
Culinary Arts/Hotel Restaurant Management  
Dental Assisting

**(Secondary & Post Graduate)**

Design & Visual Communications  
Electrical Technology  
Electronics/Robotics  
Engineering Technology  
Health Assisting/Early Education & Care  
Machine Tool Technology  
Plumbing/Heating  
TV Media Production/Theatre Arts

**Special Academic Programs**

Advanced Placement Honors and College Preparatory courses are available in all core subjects. Foreign language and additional educational courses are offered for all four years for all interested students.

**Dual Enrollment**

Juniors who are eligible and recommended by teachers/administration may elect to enter the Dual Enrollment Program and take courses the junior and senior year at a two or four year public college or private institution in Massachusetts or New Hampshire. Upon completion, they receive their high school diploma from Nashoba and one or two years of college credit. More than thirty students in recent years have graduated with an Associate's degree from college and their high school diploma at the same time. Also, individual study programs for talented students are directed to their area of excellence. Many of Nashoba's students are accepted at such distinguished institutions as MIT, Ithaca College, Emerson College, Boston University, and University of Massachusetts, among others.

**Student Activities**

Nashoba sponsors an extensive program in intra-scholastic sports including varsity teams in ten high school sports with equal opportunities for both male and female students. Other extracurricular activities include Student Council, National Honor Society, Yearbook, Students Against Destructive Decisions, Skills USA, Student Leadership, Peer Mediation, and many special interest clubs. *No user fees* are imposed on any sport, school sponsored club or activity.

**Continuing & Community Education**

More than 700 adult students attended the Continuing Community Education Program in late afternoon and evenings at Nashoba. More information can be found on the NVTHS website.



### **Community Service Projects**

Nashoba is unique in its approach to community service and its relationship to its district towns. Students are expected to go with their instructors to areas of our district to work on community service projects that have been approved and selected for their benefit to the community and the learning of our students. The students perform necessary work for the district towns. The Community Service Program educates students in a real world setting and allows the towns the benefit of viewing Nashoba students at work and having a major project completed without expending limited town resources for capital improvement. Samples of projects completed for Westford recently are: Repair and paint two town vehicles, construction of the town bandstand with electrical outlets, and many luncheons for the town departments and clubs.



# WESTFORD PUBLIC SCHOOLS

Westford Public Schools enrolled 5,297 students for the 2007-2008 school year. The official school enrollment count is taken statewide on October 1 of each school year. Between October and January 1, 2008 our system-wide enrollment increased to 5,317 students, which represented an increase of 60 students to the 2006-2007 enrollment. Although our preschool to grade 12 enrollment continues to increase, the rate of increase is beginning to stabilize at 30 to 50 new students annually. Several years ago the average annual enrollment increase was approximately 185 students. Westford Public Schools is anticipating a continuation in increased enrollment, albeit small, for the next three to five years. The significant development of residential housing over the last twenty years has attracted many young families with school age children. Children of school age represent nearly 30% of Westford's population. As stated in last year's report, it will be important for the town and school system to monitor the impact of high-density residential housing as these could potentially bring additional growth to our preschool to grade 12 enrollment.

Everett V. Olsen, Jr.  
*Superintendent of Schools*

In the 2006-2007 school year a 30-member work team consisting of school staff, students, parents, residents, and members of the business community, drafted a Five-Year Vision and Core Values. During the 2007-2008 school year, the school system began a rewrite of the school system's Strategic Plan based on the Vision and Core Values. Specifically the Curriculum and Instruction and Assessment, and Personnel and Professional Development sections of the Strategic Plan were rewritten. The remaining three Strategic Plan sections (Student Support Services; Communication and Community Support; School Management and Leadership) will be rewritten in the 2008-2009 school year. The Strategic Plan is utilized in programmatic planning, school improvement plans and development of our annual budget appropriation request.

One of the goals for the 2007-2008 school year was to build a stronger relationship with the business community. To that end a meeting was planned and convened with representatives from thirteen major corporations. The objective of this meeting was to discuss current and future labor skills that our students will need to remain competitive in the global job market. An additional objective was to expand the potential for high school student internships thereby facilitating the transfer of knowledge between school and work. In addition to corporate representatives, the meeting included the high school administration, school committee members and a representative of the Massachusetts Business Alliance for Education.

Students continued to perform well on the State's MCAS assessment. A significant percentage of students scored in the advanced and proficient categories of the Math and English Language Arts. The scores for grades 4, 6, 8 and 10 are below:

## Grade 4

	<u>Advanced</u>	<u>Proficient</u>
Mathematics	56%	28%
English Language Arts	18%	61%

## Grade 6

	<u>Advanced</u>	<u>Proficient</u>
Mathematics	51%	33%
English Language Arts	35%	55%

## Grade 8

	<u>Advanced</u>	<u>Proficient</u>
Mathematics	48%	33%

English Language Arts	34%	61%
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**Grade 10**

	<u><b>Advanced</b></u>	<u><b>Proficient</b></u>
Mathematics	74%	20%
English Language Arts	49%	44%

The accomplishments of students and staff continue to bring great pride to Westford Public Schools and the greater Westford community. Occasionally these accomplishments bring Westford national attention, e.g. Westford Academy earned U.S. News and World Report's Silver Medal Status for the excellent preparation of students for higher education. Included is a complete list of the student and staff accomplishments and awards for the 2007-2008 school year. The support received from the School Committee, Board of Selectmen, Finance Committee, Town Administration, parents and the entire Westford community is invaluable. A strong partnership and commitment to educational excellence will continue to serve students well and prepare them for a very competitive world they will face in the future.

# WESTFORD PUBLIC SCHOOLS

## STUDENT AND STAFF ACCOMPLISHMENTS

The accomplishments of our students and staff bring great pride to our school system and the greater Westford community. These accomplishments are a result of an outstanding staff, excellent students, supportive parents, and a community that values quality education. As Superintendent, I take great pleasure in sharing these outstanding accomplishments with you. Thank you for your support!

- Westford Academy Math Accomplishments:
  - New England Mathematics League - 1<sup>st</sup> Place in the region & 9<sup>th</sup> in the league (out of 168 teams)
  - Massachusetts Mathematics League - 4<sup>th</sup> in large schools division & 6<sup>th</sup> in the league
  - Greater Boston Mathematics League - Team A placed 10<sup>th</sup> & Team B placed 21<sup>st</sup> in the league
  - Massachusetts State Invitational Meet – 7<sup>th</sup> place
  - Massachusetts Association of Mathematics Leagues Math Olympiad - 28 students participated
  - Fitchburg State College Annual Elizabeth Haskins Math Contest - 8 students placed in the top 15%
  - American Regions Mathematics League Eastern Mass. All-Stars Team at Penn State - 2 students to participate
  - Mu Alpha Theta's Log 1 Contest (Math Honor Society competition of prestigious academic rank) – June Geng 7<sup>th</sup> place
  - Vlad Firoiu was selected to the US Mathematics Olympiad Summer Program. This is a highly competitive and exclusive program. Vlad's selection is indicative of mathematics scholarship and is certainly an accomplishment worthy of admiration and recognition.
- K-5 Mathematics Curriculum Coordinator, Ann Marie Condikey, selected to be on the panel to review the Mathematics Curriculum Frameworks.
- Lorraine Tacconi-Moore, Assistant Superintendent, has been invited to teach in the Leadership Licensure Program for Superintendents/Assistant Superintendents through the Massachusetts Secondary School Administrators Association.
- Westford Academy is the largest DECA chapter in Massachusetts with 216 students. Ninety-seven of these students competed in various categories at the state level in March. Thirty students advanced in order to compete at the national held in Atlanta, GA.
- Blanchard Science Teacher Maureen Severo was invited to become a member of the Tsongas Industrial History Center Educators Advisory Board.
- Blanchard School's Student Council won NASC's Gold Council of Excellence for the 3<sup>rd</sup> year in a row.
- Blanchard Student Council honored at the US Marines Toys for Tots Ball.
- 33 Westford Academy students have junior district, senior district, all state or all eastern band, chorus, and orchestra honors. Four students performed for All State.
- Westford Academy teacher Melissa McDonald received a Westford Education Foundation Grant to purchase graphic tablets and stylus pens for the Graphic Design Honors classes.
- WA PRIDE, the Westford Academy Community Service Program, has continued to expand. The three major areas of outreach include involvement with the other Westford schools, Cameron Senior Center, and the local Habitat projects.



- The combined middle schools West Street Serenaders Choir recently won a silver medal at the National Competition in New York City and performed at Lincoln Center.
- Westford Academy teacher Brandon Eang won Best Picture at the Lowell Film Festival for his documentary titled "Devotion".
- Westford Academy's Ghostwriter newspaper won two awards at the New England Scholastic Press Associations' annual conference – one for Superior Achievement in editing and publishing and one Special Achievement award for Eva Parish's bylined column "Ode to a Snack".
- Robison School named Massachusetts State School of Character for 2008.
- Robinson School teacher Dawn Capobianco received "Inspiration" Teacher Award for 2008.
- Robinson School teachers Paulette Joyce and Jen Bonenfant received a Westford Education Foundation Grant.
- Westford Integrated Preschool successfully renewed its NAEYC accreditation.
- Abbot School teachers Lisa Sanderson and Sandi Guild received a \$10,000 Best Buy Grant to further educational podcast projects.
- Strings teachers Todd Hamelin and Jessica Corwin's *Podcasting for Peer Reviews and Self-Assessment* project was recognized through the award of a MassCUE Initiative Grant.
- Stony Brook student Nathan Benningson participated at the state level of the National Geography Bee.
- Westford Academy Band and Orchestra Director Ken Culver was elected President of the Massachusetts chapter of the American String Teachers Association.
- Blanchard's 8<sup>th</sup> grade Spanish students and Mr. Lussier's choral groups created a video entitled "Christmas Around the World" and sent it to Major Erik Ruhmann (Blanchard math teacher) who had been stationed in Afghanistan to share with the soldiers to offer them hope.
- The Norman E. Day School Grade 4 Math Club finished first place in the National Academic League Mathematics Competition.
- Five Day School Grade 4 students qualified for Destination Imagination Global Competition (the first Westford team to have this opportunity).
- Ruth Freeman, Abbot 4<sup>th</sup> grade teacher, is a field tester for the Museum of Science which allows her to review and use curriculum kits the museum is developing. This is an excellent professional development opportunity and enrichment for students.
- Andrea Gardner, Instructional Technology Specialist at the Abbot School, has received a grant from the Verizon Foundation to become a Thinkfinity Field Trainer which will allow her to support teachers throughout the school system in using the free resources in the Thinkfinity online learning portal.
- Westford Academy students were awarded 3 gold medals, 25 silver medals and 23 bronze medal winners on the National Spanish Exam.
- The Foreign Language Department sponsored a successful Elementary Outreach Program with approximately 120 language students from Westford Academy visiting 44 elementary classrooms presenting French, German, Latin, and Spanish lessons.
- June Geng of Westford Academy was awarded 7<sup>th</sup> place in Mu Alpha Theta's Log 1 contest. This is a Mathematics Honor Society competition of prestigious academic rank.
- Fourth graders in Mrs. Conlins and Mrs. Stanvick's classes hosted a community based math symposium in conjunction with a MATH MANIA grant that was awarded by the Westford Education Foundation.
- Lauren Stern, Westford Academy student, won a Best Delegate Award for her efforts while attending the University of Massachusetts Model United Nations convention in the spring.
- Athletic Accomplishments

Fall Sports:

- DCL Champions - Girls Volleyball and Cheerleading
  - Every program qualified for the MIAA post season
  - A.J Millet was named to the New England Women's Soccer All Star Team
  - Winter Sports:
    - DCL Champions – Girls Basketball, Boys Ice Hockey, Boys Alpine Ski, and Wrestling (first title ever)
    - Boys Ice Hockey team qualified for the elite 1A tournament and was in the State Final for the Division 1 Championship.
    - Boys and Girls Basketball teams won two tournament games each advancing to the semi-finals.
    - Katie Feng won the Girls State Diving Championship for the second year in a row.
    - Girls Indoor Track team won the Division 2 State Championship.
    - Cheer team won the Division 2 North Sectional.
    - Crissy Connor of the Girls Ice Hockey team scored her 100<sup>th</sup> career goal; becoming the second person to accomplish the feat.
    - Peter Dennechuk (Indoor Track) and Bob Carpenter (Ice Hockey) were named Coach of the Year in their respective programs.
- Westford Academy Theater Arts Program production *Dancing at Lughnasa* was awarded First Place in the Massachusetts High School Drama Guild Festival.

# SPECIAL EDUCATION

The Westford Public Schools are fortunate to have exceptionally talented and dedicated special education teachers and support staffs who continuously strive to improve their practices in educating diverse learners. All students have the right to be educated in their district schools. To that end, we continue to build new programs in the Westford Public Schools to accommodate the individual needs of students. By doing so, we provide educationally appropriate programming, increase the capacity of our staff to learn new skills and decrease the number of students placed in costly out-of-district private schools. We commend the efforts of principals and their staffs for their support and commitment to developing these programs in their schools.

Diane Pelletier  
*Director of Pupil Services*

Westford Public Schools' special education department supports 551 students with differing abilities or about 10% of the student population. The state average is +16%. Of the 551 students we serve, 34 students are placed in private special education day schools, collaborative classrooms or residential school placements.

Annually, Westford Public Schools special education department receives funding from three Federal grants; P.L. 94-142 (240), Early Education and Care (262) and Program Improvement (274). PL94-142 (240) provided funding for one school psychologist, five occupational therapists, one speech/language pathologist, 3 special needs teachers, 7 teaching assistants, 4 reading resource facilitators and 1 behavior specialist. Monies were also used to provide home based and behavioral training services to students with autism spectrum disorder, as well as direct services for students with vision and hearing impairments. The Early Education and Care Grant funded a preschool teaching assistant. The Program Improvement Grant (274) funded professional development in the following areas: Enhancing Induction and Mentoring Programs, Curriculum Development, Instruction and Assessment for Struggling Mathematics Learners, teaching pragmatic language skills, diagnostic assessment methods, behavior management, certification training for research based reading instruction, teaching study skills at the secondary level and continuation of work begun on curriculum development with general and special educators working together to develop comprehensive alternate curricula for students with severe special needs. These grants are very important to special education programming in the Westford Public Schools. They assist us in providing the mandated services necessary to support students with differing abilities in our district.

This year we implemented a new web based program to manage data and provide a consistent format for writing individualized education plans. The implementation of this program has secured all of our student information on a secure server. We launched our new Full Day Integrated Preschool Program with great success.

We look forward to beginning a new Integrated Full Day Kindergarten program at the Rita Edwards Miller School next year.

# SCHOOL HEALTH SERVICES

Westford School Nurses provide direct care, health education, administrative case management, policy and program development, and oversight on behalf of students and staff whose health needs range from routine to serious and complex.

Joan Mitchell  
BS, RN, Med, Nurse Leader

School nurses responsibilities include:

- first aid, illness assessment, mental/behavioral health support
- individual/classroom health education ( i.e. depression/anxiety, sun safety, bullying, hand-washing )
- immunization verification
- medication administration
- update and maintenance of school health records
- health education for students, staff, and parents (i.e. MRSA, Pertussis)
- management of individual health care plans and emergency plans
- health screening and referrals for health care and health insurance

Staffing:

- Each school has a school nurse and Westford Academy has two nurses.
- Ten out of eleven nurses are certified by the Massachusetts Department of Education. The recently hired nurse has submitted her application to the Department of Education and is awaiting a response on Certification.

ESHS (Essential School Health Services grant):

- Westford applied for the ESHS grant for the 2008-2009 school year and was approved: however, funding was not available
- Due to the loss of the ESHS grant:
  - The nursing department lost a part time administrative position and a .6 FTE substitute nurse.
  - The nursing department is unable to provide CPR/AED training and has to rely on other sources for training

Data submitted in June 2008 to the Massachusetts Department of Public Health for the ESHS Grant identified 1103 students with documented special health care needs.

The following is a partial list of student’s physical/developmental conditions from the data submitted in June 2008:

<u>Category</u>	<u>Total Students</u>
Allergies:	
Food allergies	194
Bee sting allergies	39
Latex allergies	9
Asthma	526
Cardiac conditions	36
Diabetes Type I	18
Migraine headaches	39
Cerebral Palsy	3
Seizure Disorder	20
ADHA/ADD	194
Depression	36



<u>Health Screenings Conducted</u>	<u>Total Students</u>	<u>Grades Tested</u>
Hearing	2391	K-3, 7, 10
Height and Weight	4061	K-8, 10
Oral Health*	512	1-6
Postural	2113	5-9
Vision	3215	K- 5, 7, 10

\*in collaboration with Westford Board of Health

School nurses work closely with the Westford Board of Health and the staff of Pediatrics West to provide quality health services for students, staff, and families in Westford.

## FACILITIES AND OPERATIONS

During the 2007 – 2008 school year the school system conducted a number of preventive and corrective facilities maintenance projects, as well as several larger scale projects that primarily took place during the summer months. Our goal was and is to provide students and staff with a safe, clean, and stimulating educational environment. The largest project completed during the year was the replacement of the roof at the Day School. In addition to the increased level of protection that the new roof provides, the roofing material that was used has produced an improved interior climate in the building, especially on the second floor.

Kathleen Auth  
*Director of School Finance*

A number of smaller projects were undertaken with funding from our capital appropriation for the year, supplemented by funds from our operating appropriation. We continued with the replacement of flooring at Abbot, Day, and Nabnasset. Floor tiles were installed in place of aging carpeting, part of an ongoing conversion that will result in floors that are easier to clean and that will reduce the level of allergens that often exist in carpeted areas. Whiteboards were installed in place of original chalkboards at Abbot and Robinson, also providing a cleaner environment in the affected classrooms.

The restrooms at Abbot were fitted with new floor tiles, wall tiles, plumbing fixtures, and stalls. Fixtures were also replaced at Robinson in selected areas. The telephone systems at Day and Nabnasset were upgraded to provide increased telephone functionality, as well as to provide those schools with the advantages of a voice-mail system. Upgrades were made to the fire alarm systems at Abbot, Day, Robinson, and Nabnasset, improving safety by allowing direct access to the fire department. Protective matting was purchased for the Day School gymnasium, providing increased safety for the children in the close confines of that gym.

An emergency generator was installed at the Nabnasset School, an improvement that was needed to ensure that educational activities could continue even during periods of power outages. The Millennium building, which houses the Integrated Preschool, the school department's central administration offices, and several town departments including the town manager's office, is now the only building under the care and custody of the school department that does not have an emergency generator.

Our maintenance and custodial staff work extremely hard all year round to keep our buildings in the well-maintained condition we all appreciate. We would like to recognize their hard work, and commend them for a job well done. The school department is also thankful for the ongoing support of every committee, board, and voter of the town, which allows us to provide the students of Westford with such exceptional facilities.

# OFFICE OF CURRICULUM AND INSTRUCTION

Westford students are exposed to learning opportunities that meet and extend the Massachusetts curriculum mandates. This results in a high quality, rigorous curriculum for the students in the Westford Public Schools. As a professional learning community, we look for ways to improve the delivery of instruction and focus our attention on curriculum that challenges students. Using both current research on instruction and available data from assessments in all disciplines, we concentrate on continuously improving teaching and learning and offer high quality, sustainable professional development for our staff members.

Lorraine Tacconi-Moore, Ed.D.  
*Assistant Superintendent*

Curriculum Task Committees involve teachers in the areas of the Fine and Performing Arts, English/Language Arts, Foreign Languages, Health/Wellness, History/Social Science, Mathematics, and Science/Technology Engineering, to examine current curricula, refine common benchmarks at each grade level, and upgrade assessments to measure the students' understanding of our end of grade/end of year benchmarks.

Highlights of the 2007-2008 school year included:

- Implementation of the handwriting program in second grade
- Enhancement of the Living Lab initiative in grades 1-5 and the adoption of non-fiction leveled books in elementary science
- Adoption of new textbooks in French I
- Realignment of the high school business education curriculum
- Study groups allowing teachers to explore opportunities for collaboration, to form enrichment clusters for students and to examine best practices in English Language Arts at the elementary level
- Refinement of wellness program at the elementary level to integrate health education into the physical education curriculum

Developing professional learning communities within the schools is ongoing with principals individualizing components to meet the needs of their schools and their school improvement plans, while focusing on student achievement. This is the fourth year of this important initiative. Moreover, using a new design model for curriculum development, teachers worked throughout the summer to improve upon our content offerings in the areas of technology; fine arts; English language Arts; foreign language; algebra; statistics; biology; astronomy; social studies; American government; and health education.

The University of Westford continues to provide rigorous, graduate level courses within our school system. This year's offering included courses in brain-based teaching and learning, differentiated instruction, teaching for comprehension and fluency, project-based learning, mentor teacher training, helping struggling students in mathematics, and multiple courses on integrating technology into the curriculum. Our partnership with Simmons College continues with a second cohort of students studying for either a master's degree or a C.A.G.S. (Certificate of Advanced Graduate Study).

Licensed school librarians (half-time at the elementary level) serve our schools by managing the libraries and working with teachers to promote independent reading habits and develop information literacy skills. The library collections consist of a mix of print and online resources selected to support the various academic subjects and appeal to the interests of diverse readers at each grade level. At Westford Academy, students have access to many of the same electronic collections that they will encounter at college. A new electronic circulation system in all school libraries is planned for the 2008-2009 school year. This system's features

will include a more appropriate interface for younger students, the ability to search for resources across district schools and home searching of the catalog.

Technology is used for record keeping, data analysis and communication by school system staff and as a learning tool by students and their teachers. Students acquire technology skills through application in curriculum-based activities and projects. Each school's technology integration specialist, who works with teachers to develop and deliver technology-enabled learning experiences, provides the ongoing professional development and support required for this type of integration of technology into the curriculum.

The management of Westford Public Schools technology infrastructure, including technical support, network management, communications applications, and hardware replacement, is coordinated with the town of Westford in order to maximize efficiencies and cost savings. This collaboration between the town and school system intends to develop an academic server structure that will be cost-effective, scalable, and will best meet teaching and learning needs.

As members of the school community, we appreciate the continued support provided by the townspeople of Westford. We are proud of our school system and fully understand the level of commitment that is necessary from the citizenry. The Office of Curriculum and Instruction extends a sincere thank you to each and every one of you.



# ABBOT AND NABNASSET ELEMENTARY SCHOOLS

The Abbot and Nabnasset Elementary Schools continue their commitment to provide all students with a strong foundation for life-long learning. The schools work together to ensure a smooth transition both academically and socially for students moving from second to third grade.

## Curriculum and Instruction

After successfully piloting the Everyday Math Program and the Scott Foresman/T.E.R.C Investigations program last year, the district moved toward fully implementing the Everyday Math Program. Grades one through five implemented the Everyday Math Program and found success in the spiraling aspect of the program. Kindergarten and the Pre-First Classroom were trained in the Everyday Math Program this spring with the intent to begin the program next year. Health and physical education were combined this year to establish a more comprehensive “Wellness Program”. At the Abbot School the fifth graders extended their learning of Lewis and Clark by integrating science and social studies curriculum at the Living Lab.

## School Advisory Council

### Abbot School Members:

Parent Representatives: Margo Leipins Pawlak, Iris McMillian, Beth Cohen, Christine Furness

School Representatives: Rose Vetere, Meghan McCrorey, Chris Stanvick, Jaime Kelly

### Nabnasset School Members:

Parent Representatives:

Colleen Barisano, Lisa Dougherty, Iris McMillian, Kim Minnucci

Community Representative: Molly Litchfield

School Representatives: Susan DuBois, Vito Umbro, Pat Rooney, Coby Heller

Working with the principals, both School Advisory Councils (S.A.C.) met monthly to work toward identifying educational needs of students, reviewing the school’s building annual budget and formulating and implementing a school improvement plan. Each S.A.C. began the school year looking at aligning the Westford Public School Core Values with the building’s School Improvement Plan (S.I.P) to make a more cohesive and comprehensive plan. Throughout the year the S.A.C. members discussed and worked on the S.I.P goals. The Abbot and Nabnasset S.A.C. met for the first time together on May 13, 2008. This joint meeting was held to strengthen the collaborative efforts between the two schools. During this meeting members discussed expanding the Parent Projects that are currently held at the Nabnasset School to include the Abbot Community. We would also like to express our appreciation to all of the S.A.C. members for volunteering their time and contributions to help build a strong school/community relationship.

## Parent/Community Involvement

The Nabnasset and Abbot Schools value a strong relationship with the community. Once again the Nabnasset held their annual Halloween Parade. The parade drew a large crowd of students, siblings and family members. The kids were led around the school by Cookie, the Nabnasset mascot, and then enjoyed snacks and cider. The Nabnasset also held two Parent Projects during the year, the first in the fall and the second in the spring. Both programs were well attended and parents found the teacher led sessions very informative. Next year the Nabnasset and the Abbot Schools hope to join together to host a combined Parent Project event to include community members as presenters. The Abbot School held their second annual Family and Friend Dance and expanded the evening of dancing to include game rooms, a Dance Dance Revolution area, and an open computer lab. The Nabnasset also continued their annual February tradition of a Friendship Dance. Students and families enjoyed putting their dancing shoes on and having fun with friends. All of this could not have been possible without parent and

Susan Debois  
*Nabnasset Principal*

Rose Vetere  
*Abbot Principal*

Vito Umbro  
*Assistant Principal to Nabnasset  
& Abbot School*

Westford Academy student volunteers. Both schools held successful Star Reader Programs. Students who read each night were able to enter a drawing for a book of their choice. The Nabnasset P.T.O.

added a new family event this year, a grade level Movie Night. These nights proved to be fun and popular. Students attending the movie night had fun coming to the school after hours in pajamas with pillow or blanket in hand ready to watch a movie with family and friends.

The P.T.O. at both schools provided enrichment programs for the students. They were able to sponsor these programs through their fundraising efforts. The Nabnasset and Abbot Schools continued to host a variety of programs for each grade level. These programs are directly linked to what the students are learning in their class. Grade one students welcomed back author and illustrator Emilie Boon. Grade four students participated in a Native American program where they sat in a teepee and learned about Native American life. This program's information and timing tied nicely into the grade four curriculum.

The Nabnasset and Abbot also welcomed school wide general assemblies. At the Nabnasset, Robbi K, an award winning storyteller and singer performed two interactive shows for the students. The Abbot students heard a wonderful performance from the chamber music group Epic Brass. The members entertained the students with a variety of music from Renaissance to the twentieth century.

The Nabnasset and Abbot Schools appreciated the Westford P.T.O. for the wonderful Conference Night dinners and Staff Appreciation luncheons.

### **Student Leadership and Recognition**

Each year the students at the Nabnasset and Abbot Schools participate in a variety of compassion projects to help make a difference in their town, state, national and world communities. This year the Nabnasset and Abbot continued their work with many of the same projects, Pennies for Patients, Food Drives, and Coats for Kids but added one more compassion project. This year the schools raised money for the Ronan McElligott Memorial Playground, a barrier free playground set to be built at Edwards Beach in Westford.

### **Conclusion**

"Shaping the future one child at a time." Following the Westford Public School motto the Nabnasset and Abbot Schools will continue to work together with parents and community members to create a safe enriching learning community. We look forward to another successful and fun school year.

# BLANCHARD MIDDLE SCHOOL

## The Year in Review

In August 2007, Blanchard opened its doors to 595 enthusiastic students. Students continued to be organized into seven teaching teams: Six White, Six Blue, Seven White, Seven Blue, Seven Red, Eight White, and Eight Blue

Suzanne McGrail  
*Principal*

Catherine Koch  
*Assistant Principal*

In sixth grade, students attended five core classes over the course of the week, language arts, reading, math, science and social studies. Their days were rounded out by our exploratory foreign language program and integrated arts: French, German, Latin, Spanish, art, health, physical education, music, and technology education. Seventh and eighth grade students attended four core classes each day, language arts, math, science, and social studies. In the seventh grade students began a two-year study of French, German, Latin or Spanish. Each day was completed by integrated arts; art, family and consumer science, health, music, physical education, or technology education.

Our specialized programs continue to serve students. In seventh and eighth grade many students benefited from participation in smaller math classes. These classes are smaller and, therefore, able to proceed at slower pace while completing the entire curriculum. The Academic Coach works with students on a one-to-one and small group basis to help improve study skills, catch up students who have been out of school for a protracted time period, and provide a setting for successful homework completion.

This year saw continued growth in our application of technology. Teachers participated in professional development to learn how to use FirstClass and our new website was launched. The website includes new and improved links for students to access homework and additional curriculum resources to support learning.

## Parent/Community Involvement

The 2007/2008 school improvement plan focused on the following goals: to increase the effectiveness of Language Arts instruction; increase the effectiveness of instruction in mathematics; to provide more opportunities to challenge high achieving students; to utilize technology to enhance student learning across the curriculum; to ensure all middle school students have the same experiences at the middle level; providing avenues that encourage parent involvement in the Middle School learning experience; maintain a safe, clean, high quality learning environment to support excellence in education; and establish a supportive school community by providing opportunities to practice respect, responsible behavior, and leadership. This year's plan was written using a new template common across all schools in Westford. Each goal was aligned with the Westford Public Schools Vision and Core Values as well as the Massachusetts Education Reform Act School Improvement Goals. This comprehensive plan guided our decision making process throughout the school year. School Advisory Council members included parents, school staff, and a member of the community. Members included: parents Diane Baker, Karen Giannasca, Suzanne Welch, and Judy Yorke; community representative Margaret Mullen; and teacher members Debby Duffy, Celene Healy, and Linda Stephenson.

Home-school communication continued with "Wednesday Notice Day" and Mrs. McGrail's "Friday NewsNotes" and the "ConnectEd System".

A special thanks to the Westford Middle School PTO which provided multiple enrichment programs for all grade levels and ran the successful magazine fund-raising drive to support these activities. Our students truly enjoyed the opportunity to leave the classroom and participate in these assemblies. In addition, the WMSPTO organized and ran several staff appreciation meals, the eighth grade breakfast, and the eighth grade end of year celebration dance. Thank you to the Sunshine Committee for all of our staff recognitions.



### **Curriculum and Instruction/Assessment**

Blanchard teachers continue to implement the Westford Public Schools Curriculum Benchmarks, which are based upon the Massachusetts State Curriculum Frameworks. Over the past year we continued to examine how and why we assess students, the efforts of our teachers and other district staff will result in a streamlined assessment process that will provide valuable data about student learning. Each teacher meets monthly with the coordinator of his/her discipline and teachers of the same subject from different grade levels. These conversations provide valuable opportunities to examine assessment data, revise Common Benchmark Assessments, and to discuss best practices.

Our new staff has worked with mentors to reflect upon their first year in Westford and hone their teaching practice. Teachers have focused their professional development activities on differentiated instruction, cultural awareness, and increased content knowledge. Blanchard is proud of the hard work of their teachers and the ongoing efforts to increase and solidify an already existing expertise. Many faculty members attended conferences, workshops, and graduate courses to broaden their understanding of content and pedagogy. University of Westford courses also served as a strong resource for teachers to continue to develop their skills in the classroom.

### **Student Activities**

The West Street Serenaders, comprised of students from Blanchard and Stony Brook, received a Gold Award at the 2007 Heritage Music Festival in St. Louis and participated in the National Invitational Choral Festival of Gold in New York City this spring (2008).

Our students continue to be active in a variety of after-school activities, including, but not limited to, intramurals, computer club, woodworking, chess club, quilting and peer leaders.

On June 19, 2008, during the eighth grade awards assembly students were presented with awards for Outstanding Achievement or Effort in a subject area, Overall Outstanding Achievement across all subject areas. Students received recognition for their placement on the National Latin Exam and students received awards from F.A.M.E. Also presented were the Bob Battersby Award to Austin Namery; and the Andrea Norton Award to Alexis Jacobson and Ishita Agrawal.

### **Conclusion**

As the school year closes we bid a fond farewell to Mrs. Celene Healy, 6<sup>th</sup> grade language arts teacher, and Mrs. Suzanne McGrail, principal, who are retiring. Mrs. Healy has taught in Westford for the past 18 years. Her skills as a writing teacher will be missed. Mrs. Suzanne McGrail has served Westford for the past 28 years as both an administrator (11 years) and teacher (17 years). Mrs. McGrail's leadership is an integral part of the Blanchard community and we will carry forward the many wonderful initiatives and values she has fostered within our school community. Mrs. Healy and Mrs. McGrail, you will be missed!

The Blanchard school community looks forward to the excitement and challenges that will be presented in the upcoming school year as we continue to focus on the learning and development of children.

We are proud of the hard work of our students and staff and take great pride in their accomplishments.



# JOHN A. CRISAFULLI SCHOOL AND COLONEL JOHN ROBINSON ELEMENTARY SCHOOL

The Crisafulli and the Robinson Elementary schools have continued to build their community and educational partnership during the school year. The Crisafulli and Robinson welcomed several new staff members during the 2007-2008 school year. Sharon Kennelly was appointed the assistant principal of both schools. We welcomed three new classroom teachers, a special educator, and a new string/general music teacher.

Laurie Kirby  
*Crisafulli Principal*

Denise Arvidson  
*Robinson Principal*

Sharon Kennelly  
*Joint Assistant Principal*

The Crisafulli and Robinson students (Pre-1 – 5) continued to receive one period per week of art, music, and physical education. All students had the opportunity to participate in library on a weekly basis. They also had many opportunities for research projects integrating library and technology skills

The Crisafulli School entered its sixth year of educating students. The Crisafulli School served 389 students in seven sections of third, fourth, and fifth grades. The Robinson School entered its thirty-eighth year of educating Westford's students. Enrollment at the end of the year was 384 students. The Robinson School educated a total of twenty kindergarten, pre-first, first, second and looping classes.

## Parent/Community Involvement

The Robinson School Advisory Council (SAC) was co-chaired by principal Denise Arvidson and parent Michelle Hillman. Parent members included Liz Berk, Len Bruskiewitz, Deb Hobson and staff members Jean Haight, Karen Henry, and Amanda Siano. Judith Culver served as School Committee Representative. The 2007-2008 School Improvement Plan was developed by the council and included goals of strengthening reading comprehension through differentiated reading instruction, implementing Handwriting Without Tears in grade one, implementing Every Day Math in grades one and two, utilizing technology to enhance the curriculum, and continuing to enhance the relationship between our sister school the Crisafulli and easing the transition from grade two to three.

The Robinson SAC offered fall workshops to parents on the topics of fine motor development, homework and social competency skill development. In the spring, a special focus on health issues was offered in the second round of parent workshops. Community members in the health field donated their services to make presentations a success.

The Crisafulli School Advisory Council was co-chaired by principal Laurie Kirby and parent Scott Surer. Parent members included Gina Schladenhauffen, Jennifer Payne and Donna Gould and staff members Laura Fitzgerald, Darlene Faherty, and Sara Policow. Janet Tortora served as community member. The 2007-2008 School Improvement plan was developed by the council and included goals of implementing the Everyday Math Program across all grade levels (3-5), enhancing student achievement in all academic areas through the use of technology, and to develop and integrated wellness curriculum. The Crisafulli continues to work on fostering our strong sense of community within and outside of our school. The Crisafulli SAC also offered fall workshops to parents on the topics of Reading, Technology, and Math Games and Algorithms.

There was a continued effort focusing on a smooth transition from grade two to grade three. During move-up day the grade two staff met with the grade three staff to discuss curriculum and instruction. In addition, several Robinson/Crisafulli family events were held, Robifulli Bingo in March, and the Living Lab Gala in June. The community events were well attended and enjoyed by all.

The Robinson and Crisafulli communities came together in the spring to create a float for the annual Apple Blossom Parade in May. The theme of the float was "The Robifulli Trail – Connecting Our Communities." It featured the many uses of the trail, the creation by two local Eagle Scouts, and the community connection the trail provides the Crisafulli and Robinson Schools. As a result of a great team of volunteers and student projects that decorated the float, the float was awarded the 20<sup>th</sup> Annual Coveted RoudenBowl for Best Float.

The Robinson School was recognized as a Massachusetts State School of Character at the State House in Boston. A contingent of staff, parents, and students attended an awards ceremony in May. The event included a presentation of a banner, a certificate, and plaque noting the award. The highlight of the visit was a meeting with Governor Patrick.

The Robinson School celebrated its namesake, Colonel John Robinson, through the creation of a new sign and an updated information book detailing the history of Colonel Robinson.

The PTO continued to provide a variety of enrichment programs for our students. They are able to sponsor the programs through their fundraising efforts. The students enjoyed programs that enriched the Massachusetts Curriculum Frameworks, as well as the Westford Public Schools benchmarks. Some of the programs at Crisafulli and Robinson included Abakadoodle, Pumpnickel Puppets, Rhythm Kids, Helen Keller, David Coffin, Techsplorations, and Wingmasters. The teachers and staff were appreciative of the Conference Night dinners and the Teacher Appreciation luncheons that were provided.

As always, countless parent volunteers served in a variety of capacities as classroom helpers, library and tech lab volunteers, party coordinators and field trip chaperones. We also had the opportunity to host senior volunteers through Community Teamwork and several groups of high school students from Westford Academy.

### **Student Activities**

The Peace-It-Together program continued to be the focus of many school programs and activities. The students participated in several assemblies to become familiar with the "I Care Rules" and common language of the program. All were taught strategies for dealing with conflict through the use of the "Solution Wheel." Staff continued to recognize acts of kindness through the use of "I-care" coupons. Students redeemed these coupons on Fridays with the Principal and Assistant Principal and they enjoyed sharing their kind deeds. An integral part of the Peace-It-Together program involved student participation in compassion projects such as a food drive for local food pantries, and donations of pet food and supplies to the MSPCA Animal Shelter. Once again, hats and mittens numbering in the hundreds were collected, as part of the "Warm Hands, Warm Hearts" program and donated to shelters. Students also participated in a "Senior Smiles" program by making gift bags, which were donated to the Cameron Senior Center. The Peace-It-Together committee formed a study group to expand the use of literature, CARE to Read, to address the character traits that are incorporated into the curriculum. The group met monthly to discuss research articles, classroom projects, and current practices.

The Colonel John Robinson School introduced the "CARE to Read" program to enhance the Peace-It-Together and Character Education programs. The staff collaborated on literature books and activities that addressed the character traits community, acceptance, responsibility, and excellence.

The fifth grade chorus, directed by Mrs. Oliver, performed at the spring all-town chorus night, for the school's spring concert, at the Memorial Day program, at the Robinson, and for the fifth grade completion ceremony. The band, under the direction of Mr. Kaminsky, performed at Westford Academy during the town-wide fifth grade concert, the Memorial Day program, and for the completion ceremony. The strings program, under the direction of Ms. Corwin, performed at a community meeting, Robifulli Bingo Night, and the Crisafulli Strings Concert at Westford Academy.

# NORMAN E. DAY SCHOOL

## Overview

The Norman E. Day School completed yet another successful year. Our school opened as an elementary school in 1992, the same year the Frost and Cameron schools closed and the Blanchard Middle School opened. The first day of the 2007-2008 school year we welcomed all students and featured the annual Grade Three Orientation Program with the purpose of familiarizing students with their new classmates and teacher. The year concluded with the traditional Grade Five Completion Ceremony as these students of the Class of 2015 completed elementary school and readied for transition to grade six!

Kevin Regan  
*Principal*

Marie McNamee  
*Assistant Principal*

## Curriculum and Instruction

Students in grades three through five participated in a curriculum that included reading, language arts, math, science, social studies, wellness, art, general music, library/media, technology, and optional programs in strings and band. During the school year we implemented the Everyday Math Program. After piloting two programs during the 2006-2007 school year Everyday Math was selected as the program of choice. The 2007 MCAS student results were examined by staff to identify areas of strength as well as opportunities for growth.

Children completed the 2008 MCAS tests in the following areas: Grade Three-reading and math, Grade Four- English/language arts and math, Grade Five-reading, math, science/engineering technology, and history/social sciences. Students participated in extended day opportunities in strings, band, Title One Math F.U.N. (Fun Understanding Numbers) Program, Morning Math working with a Math Resource Facilitator, and the W.I.S.E. (Writing Involves Student Effort) Program. In July 2008 our school hosted the 2008 STREAMS summer session for 78 students completing grades K-5 in the Westford Public Schools. The Physical Education instructors piloted teaching physical education and health within an integrated model. Prior to this school year classroom teachers taught health.

## Student Activities

In August 2007 students at the Day School entering grade three had the opportunity to participate in tours by classrooms. Students in all three grade levels were invited to attend general tours. For the first time students participated in the extended day Ski Club. Parent Ron Gagnon initiated and coordinated this wonderful opportunity for students. Grade Four teacher Mrs. Cope and Grade Five teacher Brenda Crossen offered an after-school Book Club for students. This experience culminated in visiting an author at the Groton, MA Public Library. Other students were involved in some of the following offerings: Early Arrival Option Program, Westford Partnership for Children after-school program, Math Club in each of three grade levels, homeroom representatives to develop student Vision Statement, Grade Five Chorus, Grade Five Play, Safety Patrol, Student Senate, Newspaper Club, monthly Cobra Council, Band, Strings, optional writing contests, Grade Three Family Math & Science Night- probability theme, Grade Four Family Math & Science Night mystery genre, Pasta Night and Cake Walk, Field Day, Memorial Day Program, Grade Five Environmental Camp, Spirit days, Move-Up Day for third and fourth graders, Awards Day, and Grade Five Completion Ceremony. Of special note is the Grade Four Math Club took first place in the Academic Leagues Math Contest. As national champions they repeated the feat of placing first place in this endeavor as they did in third grade.

## School Advisory Council

The following members of our school community participated on the School Council: Teachers Barbara Cope, Amanda Hall, and Amy Perkins, parents Sheila Grimm, Michelle Reynolds, Debbie Ryan, and Patty Stocker, plus Principal Kevin Regan. Accomplishments from the 2007-2008 School Improvement Plan included: surveying staff for professional growth needs, implement Everyday Math Program, survey parents to determine effectiveness of Student Resource Book (SRB), teachers develop Technology Integration Plans (TIPS), continue providing site-based professional development in technology, expand wellness class opportunity for students, design and implement Response to



Intervention (RTI) in reading and math, enhanced transition experiences for incoming grade two students and outgoing grade five students, added voice mail capability for staff, and identified additional school improvement items. The 2008-2009 School Improvement Plan will include goals to develop coordinated professional development opportunities, improve student achievement in mathematics, improve student achievement in all academic areas through the use of technology, enhance health & wellness participation for students, improve curriculum-based and grade level focused information sessions for parents from the three intermediate schools, enhance on-going home/school communication, seek high student achievement and academic progress, offer and promote extended day co-curricular activities, support successful transition of students to, within, and from the Day School, and to maintain a safe and healthy school environment readiness for learning.

### **Parent/Teacher Organization**

Our PTO operated within the framework of the town-wide PTO. Monthly meetings were conducted between the two school administrators, Site-based Coordinators and one of three teacher representatives. A special thank you to all the Site-based Coordinators, especially Judi Morrison and Karla Ferrini, for their continual involvement, creativity, and desire to support the Day School students and staff. Highlights of the year involving the PTO included Movie Nights, Bunco Night, school yearbook, enrichment programs, Book Fair, Staff Appreciation luncheon, Parent/Teacher Conference dinners for teachers, and MCAS Breakfasts. The efforts and energy of many parents supplemented our school program in a very productive manner.

### **Professional Development**

All staff members focused their time on activities that fulfilled their individual professional development plans, site-based initiatives, and system-wide programs. The activities staff participated within our school system included opportunities in curriculum and instruction, assessment, and wellness. A focus at the Day School was Exploring Diversity. Discussions and workshops were offered for staff. A Strategic Planning Team was created to sustain the momentum in this area.

### **Recognition**

The following students were recognized for their achievement:

- Nicholas P. Colgan Memorial Award: Kathryn Walker
- Jan Nickerson Excellence in Music Award: Kadar Qian
- Grade Three Excellence Award: Nick Mehlhorn
- Grade Four Excellence Award: Britt Sodersjerna
- Grade Five Excellence Award: Annie Tsai
- Grade Five Principal Awards: Amanda Johnson and Kyle Ryan
- Jeannine Haberman Building Community Award: Kirsten Locker

The Grade Four Excellence Award will be referred to as the Mary-Ellen Reardon Excellence Award in recognition of her dedicated service to the students at the Norman E. Day School as she retires in September 2008. We wish her a long and healthy retirement.

### **Future Plans**

Upcoming plans will include completing additional facility improvement projects, creating a letter to communicate to families that academic support staff will work with their child, consider additional extended day opportunities for students, continue the Exploring Diversity initiative, select a social curriculum to train staff and implement, examine grade two to grade three transition strategies, reinstitute PACT (Parent & Administration Communication Time) with specific topics and an open agenda each session, create, finalize, and distribute a food distribution protocol for all students, parents, and staff, conduct safety simulations, and revise delivery of guidance services to students within the context of classroom lessons.



# RITA EDWARDS MILLER ELEMENTARY SCHOOL

## Year End Review

The Rita Edwards Miller School, now in its sixth year of operation, continues to thrive and live its mission of valuing diversity and working together to foster self-esteem, academic persistence, and respect in a safe, nurturing, and creative environment. The Miller School educated 427 students in grades K-2 this school year. As a result of the commitment demonstrated by all stakeholders, efforts toward continuous improvement and the evolution of a refined identity reflect Miller School's strong and caring membership.

S. Jill Mullavey  
Principal

Marie McNamee  
Assistant Principal

The school year opened in August 2007 with many new staff members including a new second grade teacher, Megan McDonald. We also found ourselves closing the school year with one retirement, Susan Duran. Susan worked for the Westford Public Schools for 29 years. Our faculty, parents and all the students she supported during her years of service, will miss her dedication. Due to a decrease in kindergarten enrollment for FY09 we must say good-bye to Daniella David and Jean Button. Both teachers will join the Nabnasset School faculty next year. Finally, we wish Colleen Tessier well as she moves from Reading Recovery into a grade three teaching position at the Abbot School.

## Parent/Community Involvement

The Miller School Advisory Council (SAC) members are committed to student achievement and school excellence. The membership is comprised of the principal, four parent representatives, three teacher representatives and one community member. The Council created a school wide parent survey to assess the priorities of the Miller community. The formal survey was distributed to all families in February 2008 and the results were very positive. For example, 99% believe there is evidence of high standards and expectations for students; 97% believe students receive the instruction and support needed to meet those standards; 100% believe our school is neat and clean; 97% believe their child's overall attitude towards a school day at Miller is positive.

The active involvement of the Miller School families in their child's education and for the school at large is active and vibrant. Parents work collaboratively with teachers, volunteer in classrooms, shelve books in the library, attend parent workshops to learn about the curriculum and how to best support their child at home, adopt-a-site to beautify our grounds, volunteer at book fairs, organize math and science nights, attend poetry and/or author sharing, perform for families at our annual multi-cultural celebration, and contributed views and opinions of the book titled *The Pressured Child* during book club.

Finally, parent/community involvement extends outside of the Miller community. The school reaches out through its willingness to initiate and participate in social compassion projects each year. This year we collected gift cards during the holidays and mailed them to families of need in Westford. Book bags and school supplies were donated to school children in Iraq and through donations of non-perishables we helped to stock the Westford Food Pantry. Pillows were made by the students of the Helping Hands Club and were donated to local nursing homes. An abundance of Chapsticks were collected and mailed to the Pine Street Inn in Boston for the homeless. We are proud of what we do and proud to say that we are sponsors of Wish Project of Lowell.

## Curriculum and Instruction

The Miller School is committed to professional development, research and best practice for student achievement and pedagogy in all disciplines. A core group of first grade classroom teachers continue as teacher-researchers and curriculum writers (RAVE-O) for The Center for Reading & Language Research at Tufts University. RAVE-O, based on work by Dr. Maryanne Wolf, uses current understandings of brain research to help struggling students develop automaticity and understanding while fluently decoding.

The district's new handwriting program, Handwriting Without Tears was fully implemented in kindergarten and first grade. This program is developmentally flexible with engaging techniques and activities that help to improve students' self-confidence, pencil grip, and body awareness skills. We look forward to FY09 and a full implementation of the program, K-2.

Everyday Math has been implemented in grades one and two and all kindergarten teachers were trained this spring. The Everyday Math program is based on real life problem solving and provides numerous methods of basic skills practice and review with a strong emphasis on students' communicating their mathematical thinking, in their own words.

Several teachers from across teaching domains attended the Asperger's Disorder & Autism conference sponsored by the New England Educational Institute in order to build a solid foundational base of social, emotional and behavioral interventions for students.

In addition, our science representative to the district's Science Task Committee attended the National Conference on Science Education. Mrs. Bertolami returned from the conference with new knowledge of the 5 E Learning Cycle and how to teach science with "foldables", which supports content area vocabulary development and shared these latest instructional practices with the Miller teachers. This is a wonderful example of teachers teaching teachers.

We are extremely proud of our new "Growing Place" in the courtyard. This project is an ideal vehicle for teaching across the curriculum, enlivening learning and helping students to develop lifelong social skills. Our kindergartners planted herbs, flowers, and vegetables and we are looking forward to reaping our harvest in the fall.

### **Conclusion**

The Miller School works with parents, teachers, community members and our sister school, Norman E. Day to create a nurturing environment and to reach high achieving acclaim. As I reflect on my first year as principal of the Rita Edwards Miller School, the Miller School is a dynamic learning environment for students and adults, and filled with incredible talent. Please drop by and see the "wonders of it all"!

# STONY BROOK SCHOOL

During the 2007-2008 school year at Stony Brook nearly six hundred and eighty students in grades six, seven, and eight matriculated. On the first day of school, the sixth graders had the opportunity to attend school without the seventh and eighth graders. This first day of middle school along with the wonderful team building activities that the sixth grade teachers prepared for their students allowed our newest students the opportunity to become acclimated to their new school.

Peter Cohen  
*Principal*

Julie Vincentsen  
*Assistant Principal*

The two sixth grade teams were comprised of five teachers. Each of the teachers was responsible for teaching one core subject: mathematics, language arts, reading, social studies, or science. The seventh and eighth grade teams consisted of four teachers with responsibility for providing instruction in mathematics, language arts, social studies, or science. The students in each grade received instruction on their respective teams for about four hours each day, then worked with members of the Integrated Arts Team for ninety minutes. During integrated arts they participated in a variety of age-appropriate programs, including music, art, family and consumer science, health, technology education, and foreign language (French, German, Latin, or Spanish).

## Curriculum and Instruction

The course of study followed the Massachusetts Curriculum Frameworks. Students were heterogeneously grouped in all subjects with the exception of mathematics. Students in math were placed either in a grade level or accelerated math program based on well-established criteria. Because students' understanding of math concepts occurs at different times during their middle school years, a goal of instruction is to challenge students and provide opportunities to build each child's confidence in math and guide them in developing their mathematical thinking.

Stony Brook was again the recipient of Title One funds, which allowed us to offer additional mathematics support to qualifying students in sixth grade. These students received additional support in their math classes. Our Title I math tutor hired last year continued her work here this year, enabling us to provide this consistent and on-going math instruction throughout the year.

## Assessment

Assessment is an integral part of the learning process at Stony Brook. Teachers used multiple forms of assessment for measuring student achievement. The assessments stretch beyond the traditional pencil-and-paper test to reports, projects and hands-on class presentations. An assessment committee will continue the work of looking at the quantity and quality of the assessment tools used at the middle school level. This will also continue to be discussed by the leadership team.

Teachers also worked to create common assessments for language arts, math, science and social studies. Benchmark tests were given in all subject areas this spring to measure the students' understanding and comprehension of the WPS curricula. All sixth and seventh grade students were given the Benchmark test in mathematics to demonstrate their basic knowledge of math concepts and computation. The results were one factor in their math placement for the 2008/09 school year.

In the spring all students participated in MCAS testing. Mathematics tests and English/Language Arts tests were administered to sixth, seventh and eighth graders. Seventh graders also completed the long composition and history MCAS tests. Eighth graders were given a science test.

## Professional Development

Professional development for the Stony Brook staff included the district wide workshop opportunities as well as some in house activities with an emphasis on building a professional learning community. The professional learning community will continue to be an emphasis for the coming school year.



### **Parent/ Community Involvement**

The Westford Middle School PTO is a highly supportive organization that provides the middle school students with excellent activities and enrichment programs. Authors, concerts, and field trips were planned for the students. The annual magazine drive was held in the fall and raised significant funds for the school. Additionally, the PTO operated the school store. The Parent Circle also met regularly. The Parent Circle is a forum for parents of adolescents to share their issues and dilemmas and to become better parents.

### **School Advisory Council**

The SAC, consisting of Principal Peter Cohen, three teachers and four parents, and a community member at-large, met throughout the year. A school improvement plan was developed by the advisory council. Among the topics discussed this year by the council were standardized interview procedures, parent conference procedures, budget requests and community building.

### **Extended Day Program**

The program was taken over by the partnership of the Westford Public Schools and the recreation department. The program was expanded to offer a wider variety of options, including, activities ranging from archery to cooking. Additionally, the school partnered with this program to offer an after school homework program for students in all grades.

### **Communication**

A major emphasis was placed on school communication. Parents received a weekly email from the principal that updated them on Stony Brook happenings. In addition to the homework folders kept in the main office, the teams posted the homework on the Internet daily for students to access from home.



# WESTFORD ACADEMY

## Introduction

Westford Academy welcomed 1580 students for the 2007-2008 school year. We also welcomed two new administrators and several new teachers to our school building. The year was highlighted by many achievements in the area of academics, athletics, and co-curricular activities.

James Antonelli  
Principal

Adam Goldberg  
Assistant Principal

Student performance on the state-mandated MCAS exams continued to place Westford Academy in the top tier of high schools in Massachusetts. The class of 2008 had 99% of its graduates successfully pass both the English Language Arts and mathematics tests. The freshman students that took the MCAS biology exam did an outstanding job and were in the top 10% for the state.

Furthermore, U.S. News & World Report awarded Westford Academy with a “silver” rating in their list of America’s Best High Schools. Westford Academy was given a college readiness of 44.7. The college readiness index was based on the weighted average of Advanced Placement (AP) participation rate along with how well the students did on those AP tests or quality-adjusted AP participation.

The end of the school year was also a time for saying goodbye to some veteran teachers. Retiring were Special Education teacher, Joseph Maienza, Consumer Family Science Teacher, Catherine Karpinsky, and long-time guidance administrative assistant Patricia Klotz. We wish them the very best in their retirements.

## Recognitions

The College Board National Merit Scholarship Program again recognized several Westford Academy students.

### 2008 National Merit Commended Students:

Michelle Alto, Lucy Bergin, Ashley Bradford, Brittany Chao, Luke Coughlan, Robert Dick, Steven Earl, Daniel Fay, Jeannine Garcia, Adam Heaney, Anish Kanabar, Arthi Kumaravel, Robert LaRoche, Brian Lee, Aditya Mahesh, Patrick Malone, Amy Mazzucotelli, Elizabeth Melchin, Luke Mooney, Nicholas Pawlowski, Jessica Royal, Bridget Smith, Robert Szytko, Julie Vining, Samuel Wright-Fairbanks, Charles Yip, Kajetan Zwieniecki

### 2008 National Merit Finalists:

Chongsheng Chen, Christine Chen, Hillary Ditmars, Jesse Hou, Jessica Lin, Christine Mathai, Eva Parish

### 2008 National Merit Scholarship Award Recipients:

Chongsheng Chen, Christine Chen, Eva Parish

### Horatio Alger Association Award:

Sandy Dolabany

### Westford Academy Most Worthy Representatives Awards:

#### MOST WORTHY REPRESENTATIVES

2008 .....	Lucy Bergin, Christopher Mario
2009 .....	Emily Cacciatore, Ankan Dhal
2010 .....	Eileen Liu, Christian Mongillo
2011 .....	Christina Basinas, Mark Mastandrea

### **In the area of athletics:**

#### **2007 Fall Sports Update**

The fall season kicked off the year on the right foot.

- Two DCL Champions...girls volleyball and cheerleading
- Every program qualified for the MIAA post season
- There were a number of Lowell Sun All Stars
- A.J Millet was named to the New England Women's Soccer All Star Team, and has already been accepted to attend Harvard University in the fall of 2009.

#### **2007-08 Winter Sports Update**

The winter season was a continuation of the success that we enjoyed in the fall season.

- Four DCL Champions – girls basketball, boys ice hockey, boys alpine ski, and wrestling won their first title ever.
- The boys ice hockey team qualified for the elite 1A tournament and was in the State Final for the Division 1 Championship.
- Both boys and girls basketball teams won two tournament games each advancing to the semi-finals.
- Katie Feng won the girls State Diving Championship for the second year in a row.
- The girls indoor track team won the Division 2 State Championship.
- The cheerleading team won the Division 2 North Sectional.
- Crissy Connor of the girls ice hockey team scored her 100<sup>th</sup> career goal becoming the second person to accomplish the feat.
- Peter Dennechuk (indoor track) and Bob Carpenter (ice hockey) were named Coach of the Year in their respective programs.

There were many individual and team records set in the '07-'08 winter season. Ten of the eleven programs qualified for post-season tournament competition, as it was a banner season.

#### **2008 Spring Sports Update**

There were four DCL Champions including: baseball, girls track and field, boys track and field, and girls' tennis (first time).

- Cassie Ryding was the Class B 300M hurdles champion
- The girls 4 x 400 relay team was the Class B champion
- The baseball team was the number 1 seed in the MIAA North Sectional and advanced to the finals
- Teams qualifying for the post season included baseball, softball, boys volleyball, girls tennis, and girls lacrosse, and track & field.

### **In the area of Music:**

*Eastern District Festival Chorus:*

Jared Forsyth, Matthew Higgins, Cameron Macaw, Margaret Maguire.

#### **Massachusetts ALL STATE Music Festival Chorus:**

Jared Forsyth, Matthew Higgins.

#### **All Eastern Honors Chorus Recommendation:**

Jared Forsyth

#### **Band Honorees:**

Junior District: Elizabeth Britton, Ben Eck, Peter Lewnard, and Daniel Lassila

Senior District: Lucy Bergin, Joe Lewnard, Cindy Li, Billy Zhao, Anthony Martins

All-State: Joe Lewnard, Anthony Martins

### **Orchestra Honorees:**

Junior District: Alex Bernard, Yuchen Zhang

Senior District: Eileen Liu, Adela Bai, Tien Chen, Michelle Ho, Justine Yeung

### **All State:**

Eileen Liu

### **In the area of Theater Arts:**

*Gordon B. Seavey Award Winner:*

Artistic Director: Mr. Michael Towers

Massachusetts High School Drama Guild: Dancing at Lughnasa

### **MHSDG State Finals Winner**

All Star Cast:

Set Design (Michelle Fenn, Andrew Greaves, Mackenzie Klein, Steven Mavroides, Kimberly Sollows, Andy Bristol, Barry Dunn and Brian McManimon), Property Design (Megan McCarthy, Courtney Greer, James Marin, Kendra Dean, Maggie Maguire, and Alex Norton), and Excellence in Acting to Devon Thibodeau, Michelle Alto and Matthew Mettler.

### **All Star Cast:**

Excellence in Acting to Matthew Mettler, Michelle Alto and Joanna Rosenberg.

### **North Shore Music Theater Spotlight Awards: Into the Woods**

Nominations for:

Best Musical

Best Music Direction: Ken Culver

Best Lighting Design: Mark Buchanan

Best Orchestra

Best Actor: Alex Norton

Best Supporting Actor: Matthew Higgins

Best Supporting Actress: Krissy McCusker

Best Featured Performer: Jared Forsyth

### **Communication**

Communication remains an important component of Westford Academy's mission. Our newsletter was published quarterly and continued to include a Message from the Principal, calendar of events, and department and school-wide highlights. The principal's Friday email provided parents with a snapshot of the events happening around Westford Academy. The Parent Information Exchange (P.I.E.) meetings provided parents with an opportunity to get information on a number of topics and to have a question and answer period with the principal. During the 2007-2008, Principal James Antonelli sponsored a speaker series with topics such as social host liability, Naviance (the college search program), and student credit issues. During the 2008-2009 school year there are plans to continue with the speaker series.

### **25 Years of Service**

At the annual Westford Academy staff recognition reception, Jeffrey Haight, Science Teacher was recognized for 25 years of service at Westford Academy. Also receiving recognition for 25 years of service was long-time administrative assistant and former special education aid Linda Mahoney. Mr. Haight and Mrs. Mahoney received the traditional Westford Academy captain's chair for their years of dedicated service to the students of Westford Academy.

### **Westford Academy Trustees**

The Westford Academy Trustees continue to support scholarships, programming and technology with their annual financial award of approximately \$80,000. Their generous support was distributed through scholarships to graduating seniors, most worthy representatives and excellence awards, National Honor Society senior book gifts and the purchase of technology for the teachers at Westford Academy. This year the Trustee's purchased ten (C.o.W.'s) Computer-on-Wheels units. Each unit had a cart, laptop computer, speakers and an in-Focus projector. The units can be used to enhance lessons and will allow students to present both formal and informal presentations.

### **Westford Academy Trustees:**

Mr. H. James Kazeniac	Mr. Lloyd Blanchard
Mr. H. Arnold Wilder	Mr. William Kavanagh
Mr. A. Dana Fletcher	Mrs. Helena A. Crocker
Mrs. Bette Ross Hook	Mrs. Eva Nesmith Brown
Mr. Geoff Hall	Mr. Robert Herrmann
Mr. Joseph F. Lisi Ed.D.	Mr. Ryan Dunn
Ms. Ellen Rainville	Mr. William Cody

Honorary Member: Ms. Patricia Bradley

### **Emeritus Members:**

Dr. Maurice Huckins Jr.	Mr. E. Kennard Fletcher
Mrs. Eileen O. Anderson	Mrs. Barbara H. Parkhurst

### **Conclusion**

Westford Academy is a wonderful academic institution with caring administrators, teachers, and staff. The school community focuses on high academic expectations while fostering an environment that is clean, safe and focused on a positive school climate.

As a graduate of Westford Academy, I cannot begin to express how proud I am to be the principal of this high performing high school.



# WESTFORD ACADEMY GRADUATION CEREMONY

PROCESSIONAL: <i>POMP AND CIRCUMSTANCE</i> .....	ELGAR
CLASS MARSHALS.....	Gregory Bohenko, Lindsay Brown
NATIONAL ANTHEM .....	Played by Westford Academy Band Kenneth Culver, Director
PRINCIPAL'S WELCOME.....	James P. Antonelli
RECOGNITION OF SALUTATORIAN.....	Christine China Chen
RECOGNITION OF VALEDICTORIAN .....	Jessica Lin
SPECIAL PRESENTATIONS.....	Class Officers
Steven Demaras - President	Sandy Dolabany - Vice President
Alexander Pfister - Secretary	Valerie Waters - Treasurer
ALMA MATER. ....	Sung by Westford Academy Honors Choir Karen St. George, Director
CLASS OF 2008 SPEAKER .....	Elaine Maureen Severo

**THE MOST WORTHY REPRESENTATIVES OF WESTFORD ACADEMY  
AND ACADEMIC EXCELLENCE AWARDS  
WESTFORD ACADEMY'S BOARD OF TRUSTEES – STATE REPRESENTATIVE GEOFFREY HALL,  
PRESENTER**

CONGRATULATORY REMARKS . . . . . Everett V. Olsen, Jr.

**PRESENTATION OF DIPLOMAS BY  
WESTFORD SCHOOL COMMITTEE**

Ms. Elizabeth Andrews	Mr. David Keele
Mr. Arthur Benoit	Ms. Erika Kohl
Ms. Judith Culver	Mr. John Moran
Ms. Margaret Murray	

CLASS SONG ..... “My Wish” by Rascal Flatts & “Eighteen Forever” by Brand New  
Performed by: Members of the Class of 2008

CLOSING REMARKS.....Steven Demaras, President

# Westford Academy Class of 2008 Graduates

Leila Vincenza Abdollahian

Jennifer Ann Akerstrom

\*Michelle Elise Alto

Carl William Anderson

Katherine Lynne Anderson

Cassandra Jean Andrade

Charles Welsh Hunter Andrews Jr.

Michael Alan Arduino

Daniel Ross Avery

Zachary Queenan Azevedo

Marissa Leigh Bain

Kiersten Marie Bankowski

Madeline Leigh Barisano

Michael Joseph Beardsley

Brian James Beck

\*Lily Case Beckeman

Perry Anne Bell

Christopher Lloyd Bennett

Kayleigh Ann Bennett

Abigail La Fleur Bentley

\*Lucy Ann Bergin

Michael Philip Blanchette

\*Susan Lyn Boretti

Joe Don Boswell

\*Kyle George Boutin

Marc Joseph Boutin

\*Ashley Paige Bradford

Benjamin Thomas Brady

David Christian Bray

Michael John Bresnahan

Sean Kirkpatrick Brine

Briana Amy Brown

Colin Crisafulli Brown

Gregory John Brown II

Erin Elizabeth Burton

Aaron Isaac Caldwell

Jonathan Scott Calisi

Sara Rose Calvino

Ryan Edward Cammarata

Amy Louise Campbell

David Robert Canney

Carolyn Jane Capurso

Craig Albert Cardone

Katherine Mee Jin Caruso

\*Brittany Nicole Chao

Chongsheng Chen

Christine Chinya Chen

Ariana Martos Chiapella

Rebecca Donna Chick

Peter Alan Cinnamon

Steven Charles Clapp

Jeffrey Edward Clark

Emily Eileen Coe

Kevin Bartkus Cole

Kate Olivier Coner

Robert John Connell

Cristine Lee Connor

\*Luke Anthony Coughlan

Stephanie Ann Cross

Jacob Adam Cruz

Bridget Ashley Cullen

Lindsay Marie D'Angelo

\*Charis Erin Dalessio

Shannon Marie Dalley

Megan McCoy Dana

Eric Brow Dasho

Matthew William Davison

\*Kendra Allyson-Marie Dean

Holly Marie Dellanno

Steven Morton Demaras

Jeffrey Michael Der

Emily Beatrice Deren

Robert Stewart Dick

Ryan Patrick Dilworth

Alexander Matthew Dinola

Derek John DiRubbo

\*Hillary Lee Ditmars

Scott Meyer Docherty

Kaelyn Briere Doherty

Patrick Abboud Dolabany

Sandy Antwanet Dolabany

Shelagh Marie Dolan

Steven Michael Dole

Ryan Douglas Donahue

Simone Duff

Chelsea Lynne Dugan

\*Steven Daniel Earl

Brian James English

Keith Maxwell Enos

Adam Gregg Ercolini

Meghan Elizabeth Esposito

Timothy Carl Estabrook

\*Emily Elizabeth Evans

Lindsay Elizabeth Fallon	Megan Elizabeth Greene	Nicholas James Joyce
Timothy James Favreau	Philip James Gregory	*Anish Kanabar
Daniel Benjamin Fay	Monica Alejandra Grimes	Meaghan Christine Kane
Michelle Elizabeth Fenn	Alexandra Yasamin Haghighat	Daniel Kaufman
Kelly Marie Fitzsimmons	Tessa Marie Hamza	Kristopher Alexander Kavanagh
Jacqueline Elyse Flagler	Scott Timothy Harlow	Julie Katherine Kaye
Elizabeth Catherine Flood	Matthew Lotton Harrington	Michael Paul Keefe
*John Joseph Foley IV	Tyler James Harrington	Melissa Anne Keele
James Michael Ford	Kristen Anne Hart	Patrick Michael Kilday
Jacqueline Anne Fox	*Caitlin Marcus Hartig	Arom Rebecca Kim
Nicholas Arthur Freeman	Gregory Michael Hartofelis	Andrew James Kimber
Zinaida Alisa Frink	Justin Charles Haskard	Olivia Emerald King
*Alison Rose Fulmer	Benjamin Ross Hathaway	*Mackenzie Elizabeth Klein
Caitlin Jennifer Gabrielson	Adam Christopher Heaney	Derek John Klinka
Cassie Rose Gadbois	Michael Patrick Hennessey	Robert Kent Kneeland
Alyssa Rae Gagnon	Brendan Michael Hennessy	Kevin James Kohr
Heather Ashley Gagnon	Nissa Ann Henry	Arthi Kumaravel
Clifford Paul Gallant	Craig Matthew Higginbotham	Danica Kelly Kurzhals
*Christine Elizabeth Ganley	*Michelle Ho	Ryan Donald L'Heureux
*Jeannine Reinolde VanWeringh Garcia	*Jesse Hou	Arianna Marie Lacerte
Colin Tyler Garvey	James Donald Houghton	Kristen Barbara Lamarre
Kiera Elizabeth Garvin	Andrew Joseph Houmiller	Gabrielle Frances Lambert
Laura Ashley Gates	Meaghan Lucille Howe	Kylie Ann Landrey
Samuel Lee Gatton	John Patrick Hunt	*Robert Charles LaRoche
Philip Walter Gauthier	Benjamin John Huson	Brent Nathaniel Lawson
James Edward Geraghty	Brian Douglas Irving	Melissa Lynn Learner
Carla Ann Gerardi	Alexander John Heath Jackson	Gehrig Hellauer Leary
Keren Ann Gerstenlauer	Stephanie Jean Jansen	*Rachel Katherine LeBlanc
Danielle D. Gill	*Edith Eileen Joachimpillai	*Brian Kite Lee
Mark Sebastian Gozzo	*Rachel Anna Johanson	Esther Young Lee
Courtney Elizabeth Graham	Andrew Lawrence Johnson	Michael Angelo Lee
Scott Robert Graham II	Dana Curtis Johnson	Michelle Wingyan Lee

Allison Marie Lerner  
Griffin Wiley Lester  
\*Jessica Lin  
Pei Hsuan Lin  
Kyle Thomas Lindstrom  
Avalon Danielle Livernois  
Sarah Elizabeth Livingston  
Katherine Anne Livorsi  
Celine Cathy Loiselle  
Robert Maxwell Lucey  
Mark Christopher MacDonald  
Shelley Christine MacDonald  
Rachel Elizabeth Madsen  
Matthew Ryan Mahan  
\*Aditya Mahesh  
Alexandra Jane Mains  
Ted Julius Maione  
Patrick James Malone  
Gregory John Mandeville  
Benjamin John Mangan  
Austin C Mao  
Tiffany Ann Mardirosian  
James Patrick Marin  
\*Christopher Michael Mario  
Marissa Anne Mariotti  
Chantele Jolene Martin  
Victoria Helen Martin  
Ashley Suzanne Martinec  
Michael Joseph Martinez  
\*Emily Margaret Mastandrea  
\*Philip William Mastandrea  
\*Rachel Catherine Mastandrea

\*Christine Ann Mathai  
Brittany Lea Mattsen  
Rebecca Victoria Maynard  
\*Amy Takara Mazzucotelli  
\*Robert James McCall  
Meghan Sears McCarthy  
Sean Patrick Mazza McDonald  
Janna Ruth McGaha  
Devon Joseph McGarry  
Cory Patrick McGrath  
Jennifer Ann McGrath  
Andrew David McHenry  
Courtney Jane McLachlan  
Keith David McLaughlin  
Elizabeth DeYoung Melchin  
Anthony Paul Melino  
Nicholas Charles Mellonakos  
\*Eric John Meyer  
\*Steven Louis Miccile  
Laurie Ann Michaels  
Anna Katharina Moessmer  
Jessica Elise Mollignano  
\*Luke Matthewson Mooney  
Robert Joseph Moran  
Christopher William Morrison  
Justin Kasey Morton  
Andrew Stewart Moynihan  
Andrew James Mueller  
John William Mulroy  
\*Daniel James Murphy  
Joseph Alex Murphy  
Shaun Martin Murphy

Christine Ann Musacchio  
\*Marc Thomas Napolitana  
Alexander Raphael Neild  
Max Steven Newlon  
Michael Vay Hang Nguyen  
Amanda Jeanne Nicolosi  
Brendan Chambers O'Brien  
Meredith Rose O'Hear  
Riley Richard O'Keefe  
Christopher Mark O'Neil  
Brendan Brady O'Rourke  
Sarah Elizabeth Orton  
Laura Elizabeth Osgood  
Kenneth Craig Pajari  
Benedetta Palmi  
\*Eva Zoe Parish  
Keun Min Park  
Dustin James Parker  
Shivam Arvind Patel  
Nicholas Alexander Pawlowski  
Jennifer Read Pecora  
Jared Louis Peraner  
Rachel Mary Petersen  
Alexander Joseph Pfister  
Vincent Donald Pisano  
Jason Christopher Plummer  
Wesley Garrett Popolizio  
Michael Fitzgerald Powell  
Daniel Ambrose Purcell IV  
Matthew Ryan Quinn  
Gregory Douglas Quinno  
George Conrad Quirbach III



Matthew Ranney	Madeline Claire Serpe	Harvey Arthur Thomas III
Stephanie Marie Ravalese	Elaine Maureen Severo	Rory Diana Tito
Vivek Reddy	Vuzmal Sharma	Christopher Jameson Tremblay
Steven Joseph Reiser	Erin S. Shea	Meghan Amanda Troy
Nichole Lee Remillard	Kaitlin Patricia Shea	Vincent Tseng
Daniel James Rice	Bryan Wilson Shepherd	Ryan Samuel Turner
Philip James Ricercato	*Patrick John Sheridan	Amy Laila Uddin
Lisa Ann Richmond	Matthew Joseph Silk	Carolyn Rose Vaccaro
Molly Elizabeth Robbins	Rockenna Sim	Jocelyn Elizabeth Veilleux
Zachary Ross Robins	Jeffrey Ryan Small	Lauren Ann Viarengo
John Russell Robinson II	*Bridget O'Leary Smith	Michael Stephen Victory
Douglas Howard Roper	Kelsey Elizabeth Smith	*Julie Ursuline Vining
Thomas James Roper	Laura Anne Sokolowsky	Samantha Jean Vorrone
Joanna Vivian Rosenberg	*Abhishek Vikas Sontakke	*Thien-Chan Vu
Camrin Carl Ross	Sarah Jane Southwell	Stacey Nicole Waisnor
Stephanie Marie Roy	Mark Domenic Spinosa	Sarah Rebecca Walsh
*Colin Joseph Royal	Hadley Elizabeth St. Clair	Valerie Lynne Waters
*Jessica Lynn Royal	Rebecca Noelle Stankowski	Nathan B. Webb
*Jessica Lynn Russo	Jonathan Emerson Steele	Joseph Steven Weisenbloom
*Kristen Patricia Russo	Nicholas Guy Stefanski	Lee-Ann Wilder
Timothy Michael Ryan	Allison Stent	Jessica Katelynn Withee
Autumn Marie Sacramone	Lauren Diana Stern	Patrick Allen Woodbury
Eric Aaron Sampson	Justin Crane Strickland	Samuel Logan Wright-Fairbanks
Trevor Sandholm	Tarun V. Subramanian	*Fei Xu
William Bennett Sandore	Jennifer Catherine Sullivan	*Charles Kevin Yip
Michael Leonard Schiavone	*Natalie Marie Sullivan	Michael Thomas Young
Lauren Elizabeth Schlather	Paige Denise Sullivan	Catherine Elaine Zak
Steffen Fabian Schwarz	Michael Daniel Szamrej	Kelly Ann Zeoli
*Julianne Naomi Scott	*Robert Kain Szytko	Michael Joseph Zupkosky
Benjamin Stuart Secrist	Ruthshel Nathanaelle Telus	Kajetan Kacper Zwieniecki
Paul Adam Selfridge	Bethanie Sue Terrio	
Curtis Andrew Serafini	*Devon Cherise Thibodeau	*National Honor Society

Advisors:

Jennifer Girardi

Tracy McLaughlin

# TAX POSSESSION SALE COMMITTEE

## Mission

The Tax Possession Sale Committee will use the following guiding principles to responsibly manage the Town's inventory of tax possession property.

- Commitment to conduct official business in an open and transparent manner.
- Recognition that the best interest of the Town and its residents is the highest priority.
- Resolve to ensure that the Town gets the maximum benefit from our actions.

Kate Paquin  
*Chair*  
Ernest H. Hyde  
Darrin Wist  
John Mangiaratti  
(staff)

## Progress

Most of the efforts of the Committee in 2008 focused on the process of actively selling property, which it holds under its jurisdiction. Our main goal was to responsibly sell the land in order to generate revenue from the sale as well as get the property to once again generate tax revenue for Westford. The Committee established and adopted new Rules of Procedure and clearly defined for the process for disposing of its properties.

The Committee's first order of business was to complete the sale of property located at 18 Williams Avenue to Habitat for Humanity for affordable housing. In early 2008, the conveyance of the land was completed and a house has since been built on it and sold as affordable housing.

The TPSC website ([www.westfordma.gov/tpsc](http://www.westfordma.gov/tpsc)) was created in 2008 to display current information such as agendas and the mission statement. The website also contains an updated list of all properties that are in tax possession. The Committee just completed the sale of a parcel located at 17 Lake Shore Drive N which brought the Town over \$8,600.00 in revenue and added the parcel back to the tax rolls.

## Goals

- The committee currently has 58 properties under its jurisdiction. With the recent completion of the committee's press release the Committee is hoping there will be some interest in some smaller private sales.
- The Committee is currently investigating running an auction for the properties under its jurisdiction in late spring. This will be used as a direct and cost effective way to move many properties in one day.
- List properties in local paper. When a property becomes available the Committee would like that property to be immediately available for sale. The long-term goal of the committee is to have few or no properties under its jurisdiction.
- The Committee would like to work with other town committees to see if there are town uses for some of the property that is under the Committee's jurisdiction. We will work with other committees to insure that the best interests of the town are taken into consideration.

## The Committee Board Membership

- The committee members were all appointed in 2007 and remain committed to the board. Therefore, no board changes are required.

# TECHNOLOGY DEPARTMENT

[www.westfordma.gov/tech](http://www.westfordma.gov/tech)

2008 started and ended with major crises for the Town of Westford, and the Technology Department played key roles in seeing the town through both. The Town Hall was closed in December 2007 due to structural failure, and displaced departments went through several relocations in 2008 until settling into their “permanent” temporary locations. The December 2008 ice storm devastated Westford, closing many town buildings and public schools for several days and leaving many residents without power. Despite these challenges, the Technology Department completed several major projects this past year.

Christopher McClure  
*Director*

Kate Maguire  
*Operations Administrator*

Kevin Murphy  
*Network (shared with Schools)*

Tom Laflamme  
*Database Administrator*

Eric Coraccio  
*Systems Administrator*

Phone, email and web communication was never interrupted during the many department moves in 2008. Within 24 hours after the initial Town Hall closing, all departments were fully operational. The Technology Department worked closely with the Engineering Department to equip the Millennium Building, Highway Garage, Police Department, Water Department and Rogers Fire Station to accommodate the displaced town departments. By fall of 2008, the Permitting Offices were consolidated to the Highway Garage and all other departments at the Millennium Building.

In addition to facilitating the many moves, the Technology Department provided critical notices and information on the Town’s website including updated department directories and maps. The Technology Department produced 2 “Spotlight on Westford” programs on Westford CAT and the Town’s website with updates on department locations and move schedules. The Technology Department also assisted new Town Manager Jodi Ross in publishing her monthly newsletter.

Town Hall closing made document management a top priority in 2008. The Technology Department had discussed a Document Management System with the Town Clerk in the past, and with departments separated from their critical documents, this became a critical project. In January 2008, Technology, Town Clerk, GIS and Permitting Departments agreed on a systems integration model centered around a core, web-based Document Management System. By the end of 2008, close to 50,000 documents had been uploaded or scanned and indexed into the system.

This systems integration model linked GIS, Assessors, documents and permits in a very powerful way on the Town’s website. It also resulted in the town developing its own online Permitting and Licensing system for the Building Department and Board of Health. The permitting system and integration model was so good, other towns are interested in using it and the town of Westford is currently pursuing an avenue to generate revenue from this project.

Westford’s website continues to be a leader in Massachusetts for its breadth of content and online services. In 2008, Westford was one of 24 communities to receive the Common Cause E-Government with Distinction Award. In addition to the new Document Management System, Permit and GIS tools, a Voter Registration Verification System and Boards and Committees Database were added. Improvements continued for the ten school websites and the Westford Public Library website was redesigned with help from the Technology Department.

The Technology Department continued to strengthen its partnerships with other departments in 2008, the completed fiber network allowing more and more resources to be centralized. All town servers are centralized on the Blade Server, Storage and Backup Infrastructure and plans have been made to start consolidating all school servers starting in 2009. The Technology Department reduced its operating budget again this year and continues to look for additional savings and efficiencies. Employee Self Service was added to the Payroll system, allowing staff to receive direct deposit advices via Email instead of printing them. Year 2/5 of the school computer replacement plan was funded and successfully installed over the summer break.

Several public safety technology projects were completed in 2008. An Automatic Vehicle Location System with GPS was installed in all marked police cars and in the two ambulances. This provides dispatchers with more information when dispatching vehicles and makes chronology reports more accurate. It is also a powerful officer safety tool and provides management advanced reporting options.

The old police booking video recording system was updated in 2008. A single camera, grainy VHS recording was replaced with multiple cameras capturing the whole booking process. The new system allows the entire booking, from the prisoner leaving the cruiser to entering the cell, to be captured to a secure, watermarked digital recorder that is easily exported for evidentiary purposes.

The most significant project in 2008 was moving Police and Fire to the same Computer Aided Dispatch and Records systems. The Police Department migrated from Pamet to IMC, the system used by the Fire Department. This move allows the two departments to backfill dispatch information between each other and 911, share common databases and collaborate in many ways not previously possible.

In addition to greater data sharing, IMC offers many exciting new features to the Police Department. It has advanced administration and reporting modules, an integrated time and attendance, payroll and detail billing system. IMC is the leader in New England with two thirds of Massachusetts police departments. They have powerful mobile tools that Westford will be rolling out in 2009. IMC also has lower annual support costs than Pamet, saving money in the FY10 Technology Budget.

2008 went out like it came in. Just like the Town Hall closing, the Technology Department kept all phone, email and web communication running without interruption during the December 2008 ice storm. Evaluating how to improve the CityWatch Notification System, which was used heavily during the storm to call residents with critical messages, will be a focus among many goals in 2009.



# TOWN CLERK

The Town Clerk’s office is becoming very efficient in moving! The year that started in the Police Department training room ended at 23 Depot Street, known as the Millennium Building, located behind the Abbot School.

Kaari Mai Tari  
*Town Clerk*

Patty Dubey  
*Assistant Town Clerk*

Rita Shipley  
*Administrative Support*

## Registrars

Voting lists were prepared for four elections and two town meetings this year: the Presidential Primary, Annual Town Election, State Primary and Presidential Election made for a very busy year, made more challenging by the mid-year move. Special voter registration sessions are held 20 days before an election and 10 days before a Special Town Meeting, usually at the Town Clerk’s office. On those days the Town Clerk’s office is open until 8:00 PM. The voting precincts in Westford are as follows:

Precinct 1	Abbot School, 25 Depot Street
Precinct 2	Blanchard Middle School, 14 West Street
Precinct 3	Abbot School, 25 Depot Street
Precinct 4	Robinson School, 60 Concord Road
Precinct 5	Stony Brook School, 9 Farmer’s Way – at Veterans Memorial Complex
Precinct 6	Rita Edwards Miller School, 1 Mitchell Way – off Russell’s Way

The 2008 population in Westford based on census returns and voter activity was 21,004 as of December 31. There were 1,564 voter registrations processed in 2008, placing the town’s voter population at 15,306.

The data provided from census returns is used to update voter information in the State’s Central Voter Registry, which is used to generate voter lists for elections and Town Meeting, and the Jury List. This data is valuable to many town departments and state agencies. Information regarding residents under the age of 17 is shared only with the school and police departments

## Election Management

There is an incredible amount of teamwork that goes into running elections. At the polls, a total of 84 election officers work very hard to make the Election Day process an easy one for voters and we are grateful for their tremendous efforts. Police officers help to ensure public safety and provide security for the election process from the ballot box during polling hours to transporting the ballots and voter lists at the end of the night. Voters who have an interest in working at the polls are encouraged to contact the Town Clerk’s Office.

Voters don’t have a chance to see those whose work goes into scheduling, setting up and taking down all the booths and any other changes that are needed to accommodate voting at the schools, but we would be lost without them. Richie Crocker, Linda Atton and John Emanouil at Abbot School, Lynda Colby and Rick Menard at Blanchard School, Carol Steele and John Winn at Miller School, Jayne Locke and Dan Barrett at Robinson School, and Jean Bitton and Rick Harbaum at Stony Brook School and coworkers are an integral part of the election day process. Richie Crocker has a wonderful crew and when we see Kurt Franz at 5:00am to pick up ballots for delivery, we know that it will be a good day!

This year we coordinated with Director of Educational Technology and Information Services Ron Koehler and Database Coordinator Tom LaFlamme to offer Election Wardens and Clerks access to an online voter lookup system. Special thanks to Instruction Technology Specialists at the five schools: Lisa Sanderson, Ken Bogacz, Paulette Joyce, Priscilla Schultz and Liz Colantuonio for making this possible.

### **Vital Statistics**

During the 2008 calendar year, 158 births, 65 marriages, and 145 deaths were recorded and 56 marriage intentions were filed. Details are printed elsewhere in the Town Report.

### **Licensing & Permits**

Dogs over six months of age must be licensed every year; licenses are based on calendar year. In order to be licensed a current rabies certificate is needed. The cost per license beginning in 2009 is \$15 per dog for all dogs, but owners ages 70 and over do not have to pay to license their dog(s). We licensed 2,200 dogs in 2008. The Town Clerk's office again participated in the annual rabies clinic by licensing dogs on location. Remember that according to town bylaw, if you neglect to license your dog before the end of the grace period (March 31), you must pay a fine of \$25 in addition to the dog license fee (seniors are not exempt from this late fee). If your dog has received a rabies vaccination, the Town Clerk's office often receives a copy of it directly from the veterinarian, so you can expect to be contacted by Assistant Town Clerk Patty Dubey about licensing your dog.

The Town Clerk's office, serving as licensing agent for the Division of Fisheries and Wildlife, issued 177 fishing, hunting, and sporting licenses and 80 stamps during the calendar year.

A total of 175 business certificates or DBAs were issued in Westford in 2008. Certificates are valid for four years, prompt correspondence from the Assessor's office regarding personal property tax on business equipment, and need to be either renewed or dissolved in order to keep our records current. Rita Shipley manages the database and keeps businesses up-to-date with renewal reminders.

Ten raffle & bazaar permits were approved by the Police Chief and issued by the Town Clerk's office. These permits are available only to non-profit organizations that have been active for at least two years and are able to prove that if asked.

Acting as annual licensing officer for the Board of Selectmen, Patty Dubey maintains the files and prepared paperwork for 91 Selectmen's licenses.

### **Records Management**

A total of 710 meetings were held by 54 boards and committees whose members are listed in the front of the Town Report. Board and Committee membership is printed in the front of this book and is also viewable online at: [data.westfordma.gov/bc/index.asp](http://data.westfordma.gov/bc/index.asp).

Special thanks to Paul Murray for lending his expertise to create flow charts, examine and improve on processes and for all his help with coordinating our many moves in 2008. Paul Murray and Mary Smith were a great help during our busy census season. Marjorie Hunter helped us to research board and committee histories in Westford to enhance our online database. Arthur Chabot lent his technical expertise to upload many sets of Selectmen's minutes to our web-based Document Management System. We have learned to rely on the efforts of volunteers to accomplish many critical tasks that we often do not have time to do in the course of our everyday responsibilities.

### **Preservation**

Special thanks to members of the Records and Archives Management Committee for their assistance with town archives, which is detailed in their report.

### **Miscellaneous**

The Town Clerk's office accepted 380 passport applications in 2008 that were forwarded to the passport processing center.

As commissioners to qualify individuals for certain state offices, the Town Clerk's office staff swore in 55 notaries public.

Town Clerk's office staff also serves as notaries publics, processing 512 notarial acts in 2008.

As the first line of response for public information requests, the Town Clerk's office staff relies on the expertise and assistance of many individuals and departments to whom we are grateful.

## VITAL STATISTICS

### Births

The following list is printed with permission from the parents and is a partial listing of the births contained in the public record for 2008.

Child's Name	Mother's Name	Father's Name	Date of Birth
Allen, Sofia Marie	Dawn Michele Heit	Sean William Allen	3/3
Attardo, Daniel Christopher	Jill Marie Menard	Christopher Albert Attardo	6/18
Bean, Madeline Ray	Julie Frances St Sauveur	Richard Allan Bean Jr	1/29
Bertelli, Alexander Hailang	Sherry Shuihong Zhu	Domenick Matthew Bertelli	10/5
Beyranevand, Emily Elizabeth	Valerie Anne Ristas	Matthew Lor Beyranevand	2/6
Burns, Peter Noble	Kathleen Mulgrew	Paul Joseph Burns	2/5
Caruso, Anthony Arthur	Christina Marie Falco	Robert Arthur Caruso, Jr	6/25
Cassie, Makayla Alexandra	Kim Margaret Miller	Alexander Newton Cassie	2/28
Chilukuri, Anushka Lakshmi	Saritha Janaswamy	Ramakrishnanand Chilukuri	7/24
Clare, Aidan Michael	Virginia Rae Hall	Stephen Michael Clare	4/1
		Matthew David Emmanuel	
Crome, Jared Emmanuel Robinson	Jennifer Barbara Robinson	Crome	8/8
Curran, Abigail Elizabeth	Kimberly Elizabeth Mayo	Sean Bartley Curran	4/22
Darin, Emily Lindner	Sarah Goodrich	Robert Michael Darin	1/28
Dibisceglie, Aida Christoffel	Angela E Christoffel	Alexander Charles Dibisceglie	4/29
Drouin, Jordan Antoinette	Jennifer Re	Jacob Thomas Drouin	4/19
Duato, Dylan James	Susanne Ruth Spencer	Paul William Duato	4/30
Ferrick, Josefine Crisafulli	Margaret Crisafulli	Stephen John Ferrick	4/18
Fitzgerald, Kevin William	Carrie Lynne Small	Scott David Fitzgerald	5/27
Fletcher, Thomas Andrew	Mary Beth Gunnell	Andrew Stephen Fletcher	3/14
Friel, Maxwell Henry	Suzanne Rossi	John Charles Friel	2/11
Fruscione, Evan Angelo	Julia Lynn Clark	Douglas Albert Fruscione	2/16
Fuller, Jessica Simone	Jacquelyne Cernieux	Richard Andrew Fuller	10/16
Halio, Anica Reece	Teri Lynn Boken	Jeffrey David Halio	10/17
Hammond, Carter John	Jennifer Leigh Benecchi	Brett Wallace Hammond	4/25
	Roathneary Samban-		
Healy, William Rongroeuang	Demoadroe	Michael Adam Healy	8/19
Janowsky, Grace Anne	Nichole Stewart	David Allan Janowsky	10/7
Joyce, Joseph Anthony	Anita Gaffney	Jeremiah Patrick Joyce	6/17
Kane, Tyler Robert	Megan Bostrom	Thomas David Kane	4/27
Koehr, Aidan James	Kimberly Michelle Gregory	Matthew James Koehr	5/11
Legrow, Hailey Anne	Denise Ann Tisei	Gregory Scott Legrow	6/12
Mahony, Michael Dean	Kirsten Devrieze	Brian James Mahony	2/8
Margetts, Henry Adam	Ruth Ann Eggli	Adam Robert Margetts	6/30
McDermott, Katherine Diane	Lori Lynch	James Derek McDermott	7/11
McKinley, William Thomas	Andrea Leigh Peabody	William Jeffrey McKinley	1/21



<u>Child's Name</u>	<u>Mother's Name</u>	<u>Father's Name</u>	<u>Date of Birth</u>
Meldrum, Joshua Tate	Felicia Jo Perlman	Richard James Meldrum	9/19
Moran, Brett David	Leanna Lynn Palmer	Terrence William Moran, Jr	6/25
Murphy, Luke Patrick	Aimee Jeanne Peloquin	Lee Patrick Murphy	1/28
Myerov, Charles Joseph	Rebecca Helen Stavro	Jonathan Steven Myerov	2/13
Nichols, Cameron Christopher	Sarah Louise Martin	Christopher Richard Nichols	2/15
Noel, Reese Ann	Jennifer Ann Strong	Daniel Robert Noel	6/20
Nolan, Tyler Robert	Sarah Beth Buckley	Mark Alan Nolan	10/29
Olander, Zachary Linus	Justine A Koromhas	Douglas R Olander	7/24
Palmer, Carissa Carole	Melissa Ann Kevghas	Titus Acker Palmer	3/11
Pasam, Akshath	Prameela Palacharla	Seshubabu Pasam	8/23
Pasters, Gaven Joseph	Sonia Melissa Provost	Erik Michael Pasters	7/10
Prescott, Kayla Beth	Patricia Beth Johansson	Adam Alexander Prescott	3/13
Ricci, Alex Robert	Lisa Marie Cincotta	Douglas Raymond Ricci	5/8
Robbins, Kristen Margaret	Melissa Elizabeth Cook	Jonathan Mark Robbins	3/26
Sass, Ryan Joseph	Natasha Christina Buss	Joseph Peter Sass	7/9
Scondras, Nikolas Anthony	Karla Jean Lavelle	John Richard Scondras	10/8
Smith, Jude Andrew	Kristen Elizabeth Lakutis	Dana Jon Smith	5/15
Sperry, Andrew James	Susan Norma Fasano	James Robert Sperry	1/4
Sperry, Catherine Elizabeth	Susan Norma Fasano	James Robert Sperry	1/4
Stewart, Nathan Dorr	Catherine Vada Walchle	Jonathan David Stewart	1/25
Tharkude, Madhavi Santosh	Swapna Satish Ramdasi	Santosh Madhav Tharkude	10/7
Timlin, Keira Avalon	Janette Carol Sylvian	Patrick Atlee Timlin	1/29
Tripp, Elizabeth Jane	Lanea Cathleen Eschmeyer	Simon Andrew Tripp	2/1
Veseskis, Carly Susan	Jean Marie Smith	Michael Jacob Veseskis	7/6
Weatherwax, Eli David	Michele Susanne Ingalls	David Francis Weatherwax	7/13
Weber, Evelyn Grace	Alyssa Ewald	John Gregory Weber	1/21
Williams, Frederick Quang	Adrienne Huynh	Frederick Currie Williams	11/6
Wills, Nathan Scott	Tracy Dawn Mortara	Christopher Michael Wills	8/4

## Deaths

This is a complete listing of deaths in 2008.

<u>Name</u>	<u>Age</u>	<u>Marital Status</u>	<u>Date of Death</u>
Abely, George	65	mar-Cynthia Hoyt	8/9
Agrella, Anthony	75	mar-Rita Doucette	8/19
Amistadi, E Henry	86	mar-Lucy Oliva	4/7
Andjus, Monica Sue	61	mar-Dana D	5/5
Babula, Chester Joseph	82	wid-Alice C Dowling	10/25
Baker, Shirley E.	89	never married	11/1
Beaudoin, Napoleon E.	92	mar-Yolande Melanson	12/18
Beaulieu, Mildred	86	wid-Russell	3/12
Bergazzi, Helen Louise	87	wid-Anthony J	8/11
Berling, Yvette J	83	wid-Robert P	8/27
Bojarsky, Sol	81	mar-Bonnie Gourley	12/18
Bowen, Robert	85	wid-Hilda May Coy	1/12



<u>Name</u>	<u>Age</u>	<u>Marital Status</u>	<u>Date of Death</u>
Bradley, Margaret M	84	wid-Harold E	5/8
Braga, Marguerite Lucille	83	mar-James	12/21
Brandt, Roger	88	wid-Barbara French	12/8
Brewer, Barbara	77	div-Ralph W	3/20
Brine, Margaret G	95	wid-George S	5/23
Bruner, John N.R.	82	mar-Barbara Temple	5/28
Bryan, Daniel K	80	mar-Mary Joan Anderson	9/7
Burton, Kenneth Russell	49	never married	2/22
Byam, David A	78	div-Carolyn Lombardi	5/23
Carolán Jr, John E	69	wid-Hazel Cameron	9/19
Carpenter, George D	84	mar-Pauline M Phillips	7/23
Castelline, Alice A	82	mar-Domenic	9/17
Chatel, Louis R.	72	mar-Jeannette T Fortier	10/21
Chipchak, John S.	84	mar-Joan Shickluna	11/19
Christiansen, Mildred L	84	wid-Einer	12/25
Clasby, Robert G	86	wid-Elizabeth C O'Rourke	2/13
Cobleigh, David Bruce	65	mar-Patricia Ferron	11/24
Connell, George E	87	mar-Frances Charlton	3/29
Coppola, Marlene A	67	div-Jack Johnson	6/21
Costanzo, Linda Powell	65	mar-Lawrence	3/29
Daly, Marjorie A.	93	wid-Vincent B	3/18
DeMarino, James M	63	never married	10/28
Demetriou, Stephen	89	mar-Stella Karabineris	12/22
DeVincent, Albert	91	wid-Ruth Steifel	11/22
DeVincent, Ruth H	92	mar-Albert J	5/12
Doherty, Francis X	82	mar-Jeanette Quigley	8/10
Drew, Stephen M	54	div-Leslie M DiMartino	4/6
Dyer, Joan K.	75	wid-Roy A	11/9
Eliásen, Adeline E	91	wid-John	2/29
English, Constance Mary	84	wid-Lewis	11/14
Erickson, Sophie	87	wid-George W.	1/27
Fedin, Marie	93	wid - Walter	5/19
Ferron, Jennie	96	wid-John	6/26
Fitzsimmons, Karen M	48	mar-Thomas	11/7
Fletcher, Harold	81	mar-Frances Chambers	11/27
Foley, Mary Lourdes	82	wid-John J. Jr	5/26
Forte, John Peter	83	mar-Priscilla Perry	2/9
Gabrielson, Irene Hawryluk	90	wid-Stephen	6/7
Garrigan, Helen M	97	wid-James A	5/18
Gaudioso, Anne	95	mar-L Francis	3/20
George, Anna Mac	92	wid-John C.	2/29
Gott, Robert	65	div	4/21

<u>Name</u>	<u>Age</u>	<u>Marital Status</u>	<u>Date of Death</u>
Grand, David B	56	mar-Carla J Willmington	2/5
Green, Richard Lawrence	55	mar-Kim Marie Bellora	4/9
Grochmal, Doris	73	wid-Thaddeus S	10/11
Gullage, Barbara A	75	mar-William	4/3
Haselton, Melba Sue	87	div-E. Fletcher	3/26
Ho, Kenneth	68	mar-Shirley Ho	3/22
Hrul, Mary C	44	mar-Dennis	2/21
Hu, Mingyi	82	mar-Kouzhun Wu	6/2
Hughes, Thomas Alfred Jr	82	wid-Phyllis Harnden	1/13
Isacson, Mary Rose	83	wid-Ralph G	9/28
Jacobs, Patricia A	77	div-Carl W Jr	2/16
Johnston, David E	55	mar-Sandra Parkhurst	8/23
Joyce, Eileen M	76	Wid-Robert W, Sr	10/22
Kennedy, Esther M.	79	wid-Robert P	9/22
Kirby, Kelly Marie	44	mar-Robert L Jr	8/3
Kivlehan, Edith Frances	95	wid-John J.	12/31
Knox, Ruth Barbara	80	div-Robert Twomly	2/9
Laflamme, Marc Paul	52	mar-Jennifer Scachetti	10/15
Lambert, Patricia	65	mar-George A	12/27
Lamy, Arthur	81	mar-Jeanette Boisvert	4/20
Lemire, Linda L	65	div-Richard Rocha	6/22
Letford, Francis J	87	wid-Sophie Alex	4/7
Littleton, Isabelle	91	never married	4/23
Lizotte, George C. Jr	86	wid-Marjorie Robinson	1/18
Lucero, Miguel	75	mar-Asuncion Angcanan	9/18
Lundberg, Harold V	84	wid-Helen L Murray	10/29
MacDonald, Prudence	79	wid-William L	2/9
MacFarlane, June E.	65	mar-Douglas	1/14
Macrina, Ourania	94	wid-Mose	6/11
Maltz, Gary S.	49	mar-Lauren DiBenedetti	10/27
Mantville, William J	85	wid-Concetta Venuti	5/9
Marcouiller, Joseph R	74	mar-Rose Behr	11/7
McQuade, Joseph T.	80	never married	11/13
Mersereau, Clayton Davis Sr	92	wid-Barbara Dunder	12/12
Micavich, Tilka J	95	wid-Anton	6/21
Millard, Donald S	79	mar-Carolyn L Madden	11/14
Milot, Gloria	67	wid-Lionel	6/28
Mondello, Elizabeth F	93	wid-John	11/23
Moore, Jane C	75	wid-Harry E.	4/27
Morelli, Mary Josephine	95	wid-Angelo G.	4/30
Mozetta, Camille M	88	wid-Angelo M	8/29

<u>Name</u>	<u>Age</u>	<u>Marital Status</u>	<u>Date of Death</u>
Mulligan, Marion E.	81	wid-Francis J.	9/7
Mungovan, Jeanne M	93	wid-James W	1/28
Nebesky, Edward Anthony	89	mar-Wilma Jean Clem	3/10
Neves, Manuel Jr	62	mar-Maria S Matos	10/3
Noble, Michael Dennis	56	mar-Diane Fitzpatrick	7/28
Nudler, Gina	81	wid-Michal	9/30
O'Brien, Barbara	60	wid-John	1/2
Odegard, Edith Martha	84	wid-Oscar	4/12
Oliver, Shirley C.	89	wid-Loius	1/31
O'Shea, Dorothy A	91	never married	8/5
Oughton, Peter Francis	83	mar-Lynn Scott	3/23
Pasztor, Annie K	84	mar-Miklos	6/17
Perry, Constance Dunham	87	wid-Wendell L.R.	9/26
Peters, Richard W.	87	mar-Nancy W Flindell	3/1
Pollard, Patricia Anne	58	mar-George H	11/9
Portelle, Claude Arlette	71	mar-Robert	7/28
Powers, Margaret Mary	98	wid-Francis	12/22
Prescott, Helen E.	91	never married	3/3
Preuss, Frederic Edward	52	never married	11/30
Queen, Frank Albert	84	mar-Bernadette Power	2/26
Quinn, Mary E	93	wid-Norman H	9/27
Rengraphan, Janphen	72	div-Marlen Printup	7/8
Ricker Jr, George Ashton	94	mar-Barbara Howell	6/10
Roberts, Julia Emma	73	mar-Herman S	4/10
Ross, August P	88	wid-Louise Gagnon	3/2
Russell, Joan M	82	wid-Robert P	8/22
Saunders, Christopher J	43	never married	6/3
Scachetti, Nicholas A	85	wid-Serafine Spiro	6/22
Scheele, Janet	88	wid-William A	7/17
Schmaltz, Lorraine E	80	mar-Robert	8/8
Shetty, Vivekananda	47	mar-Sapina Adyanthaya	7/3
Shimansky, Gaetana F.	95	wid-Anthony J	12/19
Sigrist, Judith A	61	div-David Berman	11/2
Silva, Louise Vanilda	95	wid-Joseph H.	9/28
Simpson, Margaret L	86	wid-Joseph J	12/1
Sousa, John C	83	mar-Margaret A O'Loughlin	2/17
St Onge, Claire L	76	mar-Donald	3/13
Sudak, Elizabeth	95	wid-Constantine	10/6
Sullivan, Catharine	80	wid-Barry	2/11
Thevenin, Joseph Edule	82	mar-Clemantine Clemat	2/15
Vondal, Suzanne Mae	52	mar-Kennth E.	1/23
Wade, Jesse	60	mar-Candance Burbine	4/2

<u>Name</u>	<u>Age</u>	<u>Marital Status</u>	<u>Date of Death</u>
Wainwright, Albert V Jr	73	never married	2/29
Waters, Mary L	94	never married	6/20
Wentworth, Norma P	83	wid-John L	12/15
Werner, Dorothy	85	mar-Manville F Sr	8/20
Williamson, Verna L	92	wid-Oscar	2/26
Wilson, Ernest Austin	71	never married	9/2
Wojcik, Walter J	88	mar-Clarine M Gingras	11/3
Woo, Doreen T	50	mar-Rick	8/3
Woodbury, Earl L	96	wid-Bernadette Fredette	9/18
Zani, Rita L.	75	wid-Anthony J	1/24

### Marriages

The following list is printed with permission from the newlyweds and is a partial listing of the marriages contained in the public record for 2008.

		<u>Date of Marriage</u>
Abegg, Gerald Lee	Whitney, Beverly A	10/04
Allwood, Steven David	Morgan, Melanie Stepp	06/07
Andresen, Craig Robert	Donaldson, Karen Lynn	04/26
Antunes, Melissa Gale	Dudek, Radoslaw Milosz	10/19
Bent, Steven Michael	O'Neil, Susan Patricia	04/04
Brody, Lynn Margaret	Keltz, Ira Sean	08/17
Cantos, Lauren Sarah	Smith, Ryan Alexander	07/19
Dana, Abigail Penniman	Rice, Scott Patrick	06/28
Donahue, Megan Anne	Michael, Thomas James Jr	11/28
Drennan, Paul Arthur	Zubia, Sasha Marie	05/03
Dunn, Diane Kathryn	Beskalo, Gregory George	07/27
Elkins, Stacy Lynne	Barilone, Andrew Phillippe	11/29
Eracleo, Joseph	Loring, Elizabeth Tessa	09/20
Fletcher, Sandra Lee	St Onge, Randy Scott	09/06
Goldner, Daniel Allen	Friberg, Kim J	06/29
Hanson, William Thomas Jr	Gladwin, Jennifer Lee	05/24
James, Franklin Efe	Carroll, Brenda Jean	06/06
Levchinsky, Marian	Themeles, Nicholas Mose	05/31
Lindberg, Gary Michael	O'Sullivan, Laura Hazel	12/28
Lukiewski, Kyle David	Yantosca, Jennifer Marie	04/19
Mangiaratti, John Salvatore	Perella, Catherine Anne	08/24
Palie, Christopher Michael	Brunelle, Victoria Upfold	10/18



		<b><u>Date of Marriage</u></b>
Rich, Anthony James	Gardner, Lauren Elizabeth	06/07
Silton, Julie Lou	Wysocki, Paul	02/09
Sliver, Wesley P	Hannon, Lindsay Jean	01/05
Sorel, Roland Leo	Melody, Arlene Helen	06/28
Stephenson, John David	Rosa, Katelyn Marie	05/30
Strangie, Paul Joseph	Morris, Jennifer Ann	12/31

## TOWN REPORT COMMITTEE

For a fourth year the Town Report Committee worked with the Town Clerk, Kaari Mai Tari, to manage the process of producing the Annual Town Report.

*Lynn Cohen  
Ellen Harde*

Committee members:

- solicited reports from all town departments and from as many town committees, boards and commissions as they could identify
- developed style guidelines for the reports
- proofread the submitted reports
- followed up with those who did not submit their reports by the deadline
- helped to put together other materials, such as the Directory of Town Departments and In Memoriam
- worked with the editor who was contracted to format the report

In the fall the members of the Town Report Committee notified the Town Manager that they believed the committee should be dissolved. They felt strongly that the volunteers helping the Town Clerk could not and should not operate as a town committee because their function is purely administrative and advisory, not policy-making. They suggested that if help is needed, the Town Clerk or other town employee responsible for coordinating and producing the Annual Town Report should have the option of appointing an advisory committee or simply recruiting volunteers.

## T.R.E.A.D. PROGRAM (TAX RELIEF FOR THE ELDERLY AND DISABLED)

On May 13, 1997 the Town of Westford voted to accept the provisions of Chapter 60, Section 3D that establishes an elderly and disabled taxation fund.

The purpose of this fund is to assist in defraying the real estate taxes of the elderly over 65 and disabled persons of low income. In Westford the program is administered through the Council on Aging.

Suzanne Marchand  
*Finance Director*

Diane Holmes  
*Board of Assessors*

Dorothy Hall  
*Program Coordinator*

Nancy Cook  
Timothy Donovan

TREAD awards vary from year-to-year as the funds are dependent upon the generosity of private individuals and businesses. No Town funds from the fiscal budget are used. Voluntary tax-deductible donations by the taxpayers or other individuals are the sole support of this program. For calendar year 2008, 24 individuals were assisted with varying amounts based on the individual's need. Those with the greatest need get first consideration.

Qualifications requirements of the recipients:

- Must own and occupy the property for which taxes are assessed
- Must be 65+ years old or have a state recognized disability
- Must file completed application disclosing exemptions and household income and expenses for all members age 18+

Applications are reviewed by a committee appointed by the Town Manager and state law determines the make-up of that committee. Donated funds are in the custody of the Town and held in an interest-bearing account specifically designated for TREAD.

## TREE WARDEN

2008 has been a busy year in keeping up with old trees needing to be taken down before they cause a larger, costly problem. Due to the Town's participation in National Grid's Hazardous Tree Mitigation Program this fall, numerous trees along Main Street, Boston Road and Flagg Road were taken down providing a savings to the Town of Westford in excess of \$200,000.

Richard J. Barrett Jr.  
*Tree Warden*

During the early morning hours of December 11, 2008, a major ice storm hit the region resulting in severe tree damage and safety issues throughout the Town. With the combined efforts of the Police, Fire and Highway Departments, crews were dispatched to remove fallen trees and large branches laden with heavy ice accumulation. National Grid was also instrumental in removing downed branches from utility wires.

The Highway Department maintained a brush dump for Westford residents at the Forge Village ball field, receiving 258 vehicle loads of vegetation. Clean-up efforts will recommence in the spring of '09.

Sincere thanks to the residents of Westford for keeping me informed of their vegetation concerns, the Highway Department crew for their assistance with the many tree management projects around the Town, and the Police and Fire Departments for insuring all of our safety while these projects are underway.



## VETERANS SERVICES



Veterans Services, for the Town of Westford, completed another successful year, operating from the Cameron Senior Center, Police Training room and now the Millennium. The office, on a part time basis, continues to provide services and benefits to eligible veterans and their dependents as outlined in Chapter 115 of the General Laws of Massachusetts.

Paul F. Murray  
*Veterans Service Officer*

The Veterans Services also offer burial, job programs and housing assistance, along with food and fuel aid programs to qualified applicants.

We continue to have good return rate for lost or missing discharge papers (DD-214), which are the key documents to Veterans Services, on both the state and federal VA departments.

We encourage all veterans to stop by the Town Clerk's office, fill out a Veterans Census form and leave a copy of their DD214 for filing.

The cemeteries were again flagged on Memorial Day and revisited Veterans Day. A program to map the veterans burial locations in the cemeteries, utilizing the town's GIS Department, is progressing with the collection of information from the Westford Cemeteries Department, St Catherine's, and the Russian Brotherhood Cemetery caretakers.

The Veterans Day and Memorial Day programs again this year were greatly enhanced by the participation of the Boy Scouts, Girl Scouts, Cubs Scouts, Brownies, and Westford Academy band members.

Each year as the program grows, with the added names to the honor roll, more volunteers will be needed.

The leadership of these groups now plays a major role in the planning, staging, and success of these events. The observance of both these days by the town residents continues to improve but is not yet what we would expect.

Thank you to all Westford departments, town officials, Police and Fire Honor Guards, Fire Fighters bagpipe unit, American Legion Posts 159 and 437, Disabled American Veterans, and the Veterans of Foreign Wars, Boy Scouts, Girl Scouts, Cubs Scouts, Brownies, and Westford Academy band members for their support of the veterans office and operations during this past year.

## WATER DEPARTMENT

The Westford Water Department employs a staff of 13 to manage and maintain the water system and its resources. The full-time superintendent and a three-member Commission with one alternate are responsible for the Department which is charged by the town to provide safe, high quality, uninterrupted water at a reasonable pressure. The Water Department must also adhere to water quality requirements established by the U.S. EPA and the Massachusetts Department of Environmental Protection. In 2008, the Water

Department continued operations of its two water treatment facilities to provide the residents of Westford with drinking water. The Board of Water Commissioners meets twice a month, usually on the first and third Wednesday of the month. You can visit the Water Department's website at [www.westfordma.gov/water](http://www.westfordma.gov/water)

### Board of Water Commissioners

Robert J. Carter  
*Chairperson*

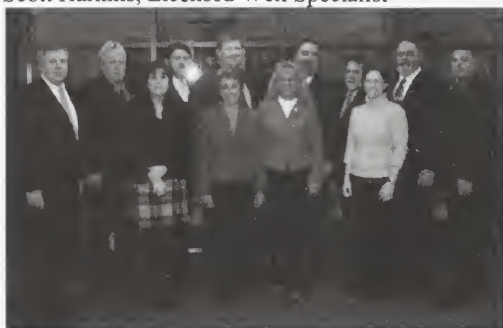
Hugh C. Maguire  
*Secretary*

Leslie A. Thomas  
*Member*

Elizabeth Denly  
*Alternate Member*

### Water Department Staff

Warren E. Sweetser, Superintendent  
Robert Worthley, Water Treatment Manager  
Robin Fullford, Business Manager  
Jessica Cajigas, Environmental Compliance Manager  
Dianne Cloutier, Records Supervisor  
Sandra Kane, Administrative Assistant  
Paul Ricard, Foreman  
Wayne Beauregard, Foreman  
Chris Macpherson, Licensed Well Specialist  
Joe Emerson, Licensed Well Specialist  
Dave Crocker, Licensed Well Specialist  
Rob Daley, Licensed Well Specialist  
Scott Harkins, Licensed Well Specialist



### 2008 Highlights

This year was another successful year for the Water Department having been the recipient of two public water supply awards.

The Water Department won a Public Water System Award from the Massachusetts Department of Environmental Protection which recognized community water systems and non-transient/non-community

NTNC) water systems for their outstanding performance in 2007.

The top 5% of all Massachusetts Public Water Systems who scored the highest for their performance was awarded. This year there were 21 total winners split among NTNC, small community (<3,301 population), medium and large community, and consecutive systems. Westford was one of eight medium and large community systems that won this award.



MassDEP Commissioner Laurie Burt with Jessica Cajigas and Warren Sweetser.

The Water Department also received the Massachusetts Water Works Association's (MWWA) "Community Award" at their Annual Meeting and Awards Banquet. The Community Award is an annual award given to one community water system that exemplifies the highest standards of water works practice.



MWWA President Ray Jack with Robert Worthley, Robin Fullford, and Jessica Cajigas.

The Water Department is very proud of these accomplishments and strives to protect and supply safe and fit water to its customers with superior levels of compliance.

### **Public Outreach**

The Water Department continued its public outreach efforts in 2008 including the biannual newsletter "InFLOWmation" and the annual Consumer Confidence Report which inform the public about water quality issues, pollution prevention and water conservation tips, and Water Department changes. Outreach efforts included classroom presentations to 4<sup>th</sup> graders about the hydrologic cycle, aquatic ecology activities with 5<sup>th</sup> Grade Camp; pollution prevention education through the Day School's Living Lab; education table at the Westford Farmers Market; and judging the school Science and Inventor's Fair.

The Environmental Compliance Manager continued efforts to increase pesticide awareness through the "Healthy Lawns for Healthy Families" project. A workshop was held in February 2008 on organic landscaping and lawn care for professionals. The event was a huge success with over 50 public and private landscaping and lawn care professionals in attendance. Another free organic lawn care workshop was held for local residents in conjunction with the Roudenbush Community Center. Over 40 residents attended the workshop which was presented by Jackson Madnick.

### Emergency Response

The Water Department became a member of MAWARN, the Massachusetts Water/Wastewater Agency Response Network, which is a mutual aid agreement for water and wastewater utilities. The mission is for all members to support and promote statewide emergency planning, preparedness, disaster response, and mutual assistance among water and wastewater utilities during emergencies.

### 2008 Projects

In 2008, the Water Department:

- replaced and upgraded the water main in the area of Byrne Avenue;
- painted and refurbished the water storage tank at Hildreth Hills;
- worked with Stantec Consulting Services, Inc., to complete the design, permitting and bidding necessary to develop a replacement well on Country Road;
- contributed to the Town's purchase of the Stepinski Land. The Water Department's parcel will be used for the development/construction of a new public water supply well;
- completed an inventory of all Town-owned buildings' toilets and faucets; and
- completed another successful rain barrel sale through a MassDEP Grant. Over 65 rain barrels were sold this year.

### AT-A-GLANCE

Million Gallons Pumped	2002	2003	2004	2005	2006	2007	2008
January	34.86	35.24	45.57	36.909	38.253	36.741	32.725
February	30.5	33.17	38.83	31.49	34.150	32.370	29.422
March	35.75	37.32	38.49	35.816	40.281	38.532	31.616
April	40.5	36.24	43.77	38.987	43.455	36.551	36.869
May	86.97	64.44	55.56	46.701	52.093	56.103	47.399
June	73.51	46.29	70.14	67.148	57.624	71.319	62.258
July	74.7	81.42	74.33	77.295	69.798	72.596	58.837
August	75.8	63.69	73.93	76.696	73.211	80.417	49.954
September	67.95	68.91	61.87	64.225	49.481	68.924	47.346
October	49.58	50.76	51.94	44.404	43.559	44.710	35.723
November	35.24	45.48	40.81	36.238	35.037	32.115	32.128
December	34.82	49.41	40.19	38.121	36.170	32.391	32.792
<b>Total</b>	<b>608.8</b>	<b>612.4</b>	<b>635.43</b>	<b>594.031</b>	<b>573.113</b>	<b>602.769</b>	<b>497.068</b>

**Total Storage Capacity = 4.85 million gallons**

### Number of:

Fire Hydrants	1012	Miles Water Main	131.76
Hydrants Installed	8	Miles New Main	0.9
Accounts	5608	Water Main Breaks	5
New Services	24	Service Renewals	42
New Gates	26	Service Leaks	4



# ZONING BOARD OF APPEALS

The Zoning Board of Appeals (ZBA) is a quasi-judicial body chartered under the Massachusetts Zoning Act (Chapter 40A and 40B) and Westford's Zoning Bylaw. Membership consists of five regular voting members and three alternate members appointed by the Board of Selectmen. The ZBA plays a role in regulating land use and development in the Town by hearing applications for variances from the Zoning Bylaw, special permits for allowed activities that require heightened review under Town zoning, appeals of decisions of the Building Commissioner and comprehensive permits for mixed-income developments in accordance with M.G.L. Chapter 40B.

The Zoning Board of Appeals typically meets on the third Wednesday of each month at the Millennium building. Meetings are open to the public.

Twenty three Zoning Board petitions were heard in 2008, some of which required more than one requested action and others are pending. The following table summarizes the disposition of these applications:

	Approved	Withdrawn	Denied	Pending
VARIANCE	16	1	1	1
SPECIAL PERMIT	12	1	0	2
COMPREHENSIVE PERMIT	2	0	0	1
ADMINISTRATIVE APPEAL	0	0	1	0
Totals	30	2	2	4

The requests varied greatly, including, but not limited to variance requests for additions, special permits and variances for altering an existing nonconforming structures, special permits for demolition and rebuild of nonconforming structures, administrative appeals, and special permits for accessory dwelling units.

Under Comprehensive Permit Law (Chapter 40B), the ZBA is authorized to waive local regulations, including zoning, for residential developments that consist of at least 25% affordable housing units. Two comprehensive permits, which had been filed in 2006 (Jefferson at Westford) and 2007 (Westford Crossing), were approved in 2008 and an additional proposal filed in 2007 (Graniteville Woods) is currently under review,

On December 1, 2008 the Board voted to grant the Comprehensive Permit for the Jefferson at Westford project for the construction of three 308 apartment units which will be located in multifamily residential structures, plus a clubhouse and an outdoor pool. Further, on December 17, 2008 the Board voted to grant the Comprehensive Permit for the Westford Crossing project for the construction of (28 townhouse-style housing units.

*Voting Members*  
Bob Herrmann  
*Chair*

Mark Conlon  
*Vice-Chair*

Jay Enis  
David Earl  
Scott MacKay

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*Associate Members*  
James Kazeniak  
Roger Hall  
Christopher Romeo

## DIRECTORY OF TOWN DEPARTMENTS

All the addresses below were current as of December 31, 2008. Check the town's website, [www.westfordma.gov](http://www.westfordma.gov), or call the department for up-to-date information.

The web pages for most town departments can be accessed directly from:

[www.westfordma.gov/pages/government/towndepartments/dept](http://www.westfordma.gov/pages/government/towndepartments/dept). All others are noted below.

Department	Address	Office Hours	Main Phone Website (if not westfordma.gov)
Assessors Office	Millennium School 23 Depot St	M-F, 8am-4pm	978-692-5504
Animal Control Officer	Beacon Street	Leave message or call Police Dispatch (emergency only)	978-692-4574 978-692-2161
Building Department	Town Highway Facility 28 North St.	M-F, 8am-4pm	978-692-5527
Bylaw Enforcement	Town Highway Facility 28 North St.	M-F, 8am-4pm	978-692-5527
Council on Aging	Cameron Senior Center 20 Pleasant St. PO Box 2223	M-F, 8am-4pm	978-692-5523
Cemetery Department	Pine Grove Cemetery Office 68 Forge Village Rd.	M-F, 7am-3:30pm	978-692-5526
Conservation Commission	Town Highway Facility 28 North St.	M-F, 8am-4pm	978-692-5524
Emergency Management		Contact Police or Fire to be connected to an EM Director	978-692-2161 978-692-5542
Engineering Department	Town Highway Facility 28 North St.	M-F, 7:30am-3:30pm	978-692-5520
Finance Director/Treasurer	Millennium School 23 Depot St	M-F, 8am-4pm	978-692-5518
Fire Department	51 Main St. P.O. Box 296	M-F, 8am-4pm (dispatch 24hrs/day)	Business 978-692- 5542 Emergencies 911
GIS Department	Town Highway Facility 28 North St.	M-F, 7:30am-3:30pm	978-692-5520
Health Department	Millennium School 23 Depot St.	M-F, 8am-4pm	978-692-5509
Highway Department	Town Highway Facility 28 North St.	M-F, 7am-3:30pm	978-692-5520
Housing Authority	65 Tadmuck Rd.	M-F, 8:30am-1:30pm	978-692-6011
Human Resources Department	Millennium School 23 Depot St	M-F, 8am-4pm	978-692-5501 ext 2
J.V. Fletcher Library	50 Main St.	M 1pm-9pm T-Th 10am-9pm F 1pm-5pm Sat 10am-5pm (Labor Day – June) Sun 2pm-5pm (January – April)	978-692-5555 <a href="http://www.westfordlibrary.org">www.westfordlibrary.org</a>

Department	Address	Office Hours	Main Phone Website (if not westfordma.gov)
Museum hours Office hours	4 Boston Rd.	Sun 2pm-4pm M,W,F 9am-1pm	978-692-5550 www.westford.com/ museum/
Parking Clerk	Millennium School 23 Depot St	M-F, 8am-4pm	978-692-5515
Planning Board	Town Highway Facility 28 North St.	M-F, 8am-4pm	978-692-5524
Police Department	53 Main St.	M-F, 8am-4pm (dispatch 24hrs/day)	Business 978-692- 2161 Emergencies 911
Recreation Department	54 Broadway St.	M-F, 8am-4pm	978-692-5532
Roudenbush Community Center	65 Main St.	M-F, 8:30am-9pm	978-692-5511 www.roudenbush. org
<b>Schools</b>			
Abbot Elementary School (gr. 3-5)	25 Depot St.	M-F, 8:25am-2:30pm	978-692-5580 www.westfordk12. us
Blanchard Middle School (gr. 6-8)	14 West St.	M-F, 7:35am-1:55pm	978-692-5582 www.westfordk12. us
Crisafulli Elementary School (gr. 3-5)	13 Robinson Rd.	M-F, 8:25am-2:30pm	978-392-4483 www.westfordk12. us
Day Elementary School (gr. 3-5)	75 E. Prescott St.	M-F, 8:25am-2:30pm	978-692-5591 www.westfordk12. us
Millennium School (pre-k)	23 Depot St.	M-F, 9am-3pm	978-692-5560 www.westfordk12. us
Miller Elementary School (gr. k-2)	1 Mitchell Way	M-F, 9:05am-3:10pm	978-392-4476 www.westfordk12. us
Nabnasset Elementary School (gr. K-2)	99 Plain Rd.	M-F, 9:05am-3:10pm	978-692-5583 www.westfordk12. us
Nashoba Valley Technical High School (gr. 9-12)	100 Littleton Rd.	M-F, 7:45am-2:30pm	978-692-4711 nashoba.tec.ma.us
Robinson Elementary School (gr. K-2)	60 Concord Rd.	M-F, 9:05am-3:10pm	978-692-5586 www.westfordk12. us
Stony Brook Middle School (gr. 6-8)	7 Farmer's Way	M-F, 7:35am-1:55pm	978-692-2708 www.westfordk12. us
Westford Academy (gr. 9-12)	30 Patten Rd.	M-F, 7:35am-1:55pm	978-692-5570 www.westfordk12. us

**School Administration (Central Office)**

Superintendent	Millennium Building 23 Depot St.	M-F, 8am-4pm	978-692-5560 <a href="http://www.westfordk12.us">www.westfordk12.us</a>
Bookkeeping	Millennium Building 23 Depot St.	M-F, 8am-4pm	978-692-5560 <a href="http://www.westfordk12.us">www.westfordk12.us</a>
Business Office	Millennium School 23 Depot St	M-F, 8am-4pm	978-692-5560 <a href="http://www.westfordk12.us">www.westfordk12.us</a>
Special Ed. Department	Millennium Building 23 Depot St.	M-F, 8am-4pm	978-692-5560 <a href="http://www.westfordk12.us">www.westfordk12.us</a>
Tax Collector	Millennium School 23 Depot St	M-F, 8am-4pm	978-692-5506
Technology Dept	1 East Prescott St.	M-F, 8am-4pm	978-399-2420
Town Accountant	Millennium School 23 Depot St	M-F, 8am-4pm	978-392-4450
Town Clerk	Millennium School 23 Depot St	M-F, 8am-4pm	978-692-5515
Town Manager	Millennium School 23 Depot St	M-F, 8am-4pm	978-692-5500
Treasurer	Millennium School 23 Depot St	M-F, 8am-4pm	978-692-5518
Tree Warden	Highway Department 28 North St.	M-F, 7:30am-3:30pm	978-399-2731
Veterans Services	Millennium School 23 Depot St	Call for appointment	978-392-1170
Water Department	60 Forge Village Rd.	M-F, 7:30am-4pm	978-692-5529
Zoning Board of Appeals	Town Highway Facility 28 North St.	M-F, 8am-4pm	978-692-5524



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A very special thank you to Tina Landry of the Town Manager's Office for preparing and assembling the Annual Town Report.



# WESTFORD

## AT A GLANCE

Incorporated	September 23, 1729
Population (2008 census returns)	20,785
Miles of Road	175 miles
Total Area	30.2 square miles
FY09 Tax Rates	
Residential & Personal Property	\$13.97 per thousand
Commercial & Industrial Property	\$14.15 per thousand
Form of Government	Open Town Meeting Board of Selectmen Town Manager
Website	<a href="http://www.westfordma.gov">www.westfordma.gov</a>

